

**To:** Joint Steering Committee for Revision of AACR  
**From:** Deirdre Kiorgaard, Chair, JSC  
**Subject:** RDA: Resource Description and Access Part A – Constituency Review of March 2007 Draft of Chapter 3

*Related documents:*  
5JSC/RDA/Part I/Chapter 3  
5JSC/RDA/Part A/Categorization

The JSC invites comments on the attached revised draft of chapter 3 of RDA.

The draft consists of the following:

- The draft of chapter 3 of RDA – Resource Description and Access.
- An addendum noting additions and changes to part A, chapter 4 that are directly related to instructions in chapter 3.
- A glossary of terms used to designate media type, carrier type, and content type.

Accompanying the draft are:

- This cover letter (which provides guidelines for commenting on the Draft, some background to the Draft, and some specific questions for constituencies to consider).
- Appendices covering the following:
  - A set of examples based on the draft
  - Preliminary mappings from MARC 21 to RDA, and from RDA to MARC 21 for the elements covered by the draft

The appendices are provided purely to assist the understanding of this partial draft and to provide practical expression to its instructions. They do not form part of the text of RDA.

Information on how to make comments and deadlines for comments is given below. The draft, and any comments received, will be discussed at the JSC meeting in October 2007.

## Instructions for Submitting Formal Comments on this Draft

The *Statement of policy and procedures for JSC*

(<http://www.collectionscanada.ca/jsc/docs/5policy4rev.pdf>) outlines the formal consultation process for the development of RDA.

Information specific to the formal process of commenting on this draft of chapter 3 is given below. In addition to making formal comments on the Draft, you are also invited to discuss the draft informally (see RDA Discussion List below).

During the period between now and the publication of RDA, it will be essential for the JSC to balance community input with the need for RDA to be ready for publication within a reasonable timeframe.

### How to make comments

Comments from within countries represented on the JSC should be submitted as follows:

In Australia: contact the ACOC representative to the JSC, Deirdre Kiorgaard at [dkiorgaa@nla.gov.au](mailto:dkiorgaa@nla.gov.au)

In Canada: contact the CCC Secretariat at [ccc-1@lac-bac.gc.ca](mailto:ccc-1@lac-bac.gc.ca)

In the United Kingdom: contact the CILIP/BL Secretary, Katharine Gryspeerdt at [Katharine.Gryspeerdt@bl.uk](mailto:Katharine.Gryspeerdt@bl.uk)

In the United States: use the web form at <http://www.libraries.psu.edu/tas/jca/ccda/>.

Comments from within the Library of Congress to the LC representative to the JSC, Barbara Tillett at [btil@loc.gov](mailto:btil@loc.gov)

Comments from stakeholders outside of these countries and from international groups can be submitted to the JSC Secretary, Nathalie Schulz at [N.Schulz@btopenworld.com](mailto:N.Schulz@btopenworld.com).

If you are (or might be) represented by more than one organisation, or more than one subcommittee of an organisation, please select a single channel for providing your comments.

### Type of comments requested

The JSC invites comments on questions in the Background section below.

Comments are also invited on the following general issues:

- Consistency: In preparing the draft of chapter 3, efforts have been made to ensure that the guidelines and instructions are formulated in a consistent manner. The JSC would appreciate your help in identifying any inconsistencies or any conflicts that might exist between one instruction and another.

- **Clarity:** The JSC and the Editorial Team have tried to ensure that the guidelines and instructions in the Draft are presented clearly and unambiguously, in plain English. We would appreciate your help in identifying any specific guidelines or instructions that need to be expressed more clearly.

When making comments on this Draft, please keep in mind:

- *Web-based product.* RDA is now being developed as a web-based product, with the kinds of features you would expect in an online tool. The structure and style of the Draft are designed to function in a web-based environment, in which text is not necessarily read in a linear fashion. Text is repeated where needed to support a hyperlink reference structure and to allow individual instructions to be displayed on their own. In addition, simplified views of RDA will be available by setting the parameters to display selected instructions only, or by using the “concise” display. Please remember these changes when reviewing this Draft.
- *Proofreading.* The Draft will undergo thorough proofreading when all the substantive issues have been resolved.

Your JSC representative will be able to advise you on the type of comments that are appropriate at this stage of the development of RDA.

### **Deadline for comments**

The JSC representatives are asked to submit their formal constituency responses by July 16, 2007. Each constituency committee will set its own internal deadlines for comments in the lead up to July 16.

Those not represented by the JSC are asked to submit their comments by the same date.

### **RDA Discussion List**

RDA-L is a forum for discussion that will allow contributors to share their thoughts on RDA. The list is not part of the formal mechanism for commenting on the draft of RDA. To join the list, and to view archive files, see:

<http://www.collectionscanada.ca/jsc/rdadiscuss.html>

## **Background: JSC Decisions related to the March 2007 draft of chapter 3**

The JSC offers the following background information concerning JSC decisions that have already been made to address issues related to Chapter 3, and which are reflected in the current draft. In many cases, these issues were raised in constituency responses to the January 2006 draft of chapter 3 (5JSC/RDA/Part I/Chapter 3).

The JSC invites specific comment on further issues indicated throughout this document in *bold italics*.

### General Issues

#### **Alignment with FRBR**

As agreed at the October 2006 JSC meeting, the elements covered in chapter 3 have been aligned more directly with the corresponding attributes of the manifestation as defined in FRBR. The realignment of instructions in chapter 3 has also resulted in the following FRBR attributes of manifestation being treated as separate elements: generation, foliation, font size, and reduction ratio.

To improve FRBR alignment, instructions on recording information relating to illustrative matter, duration and tactile systems of notation have been transferred to chapter 4 (Content), and these are included in the attached chapter 4 addendum.

To more closely reflect the FRBR attributes they relate to, the following instructions, included in the previous draft of chapter 3, will be transferred to other chapters:

- instructions on recording information relating to mode of access (transferred to chapter 5 Terms of availability, etc.).
- instructions on recording information relating to accompanying material and instructions on making notes on other formats available (transferred to chapter 7 Related resources).

At the October 2006 JSC meeting it was agreed to use the phrase “considered to be important for identification or selection” in instructions where needed, so that the need to support FRBR user tasks was taken into account by cataloguers when determining whether to record additional information.

#### **Representation of elements vs. notes**

The draft reflects the decision made at the April 2006 JSC meeting to make a distinction between instructions on recording information relating to an element in a structured or an unstructured form. In the instructions for each element there is now a subsection on recording the element in a structured form, followed by a subsection on providing additional information in unstructured form as a note. As a result, the instructions and examples formerly given under 3.6.13 (Notes on other technical details) have been

transferred to the relevant subsections on notes under 3.6.1 through 3.20.1. A new section (3.21) has been added for notes on changes in carrier characteristics.

## Use of prescribed terms and terms in lists

The instructions on recording information in a structured form have been revised throughout chapter 3 so that they fall into one or other of the following categories:

- instructions prescribing the form in which quantities and measurements (e.g., extent and dimensions) are recorded
- instructions that provide a list of terms to be used when recording the element.

The lists of terms provided in instructions that fall into the latter category may be either of the following types:

- closed lists that provide an exhaustive set of terms to be used when recording the element in a structured form
- open lists that provide a set of terms most commonly used when recording the element in a structured form, but allow for additional terms to be used if none of the terms in the list is appropriate or sufficiently specific.

The terms provided in both closed and open lists in chapter 3 are derived from a number of sources: code lists for field 007 in MARC 21; lists and examples given under rules on physical description in AACR2; lists of specific terms for type and form of carrier in 5JSC/Chair/6/Chair follow-up *GMD/SMD Working Group: Proposal for Content and Carrier Terms in RDA*; ONIX code lists; and other sources such as the ALA Glossary of Library and Information Science and Cataloguing Cultural Objects.

Please see *Use of abbreviations* below, for further information on the use of abbreviations in prescribed terms and terms in lists.

## Use of coded values

The General Introduction will provide clear guidance that the use of equivalent coded values instead of prescribed terms is a question of how the data is stored, not what data is recorded, and, as such, is a matter outside the scope of RDA. For example, equivalent coded values might be used instead of prescribed terms in Media type, Carrier type, and Content type, or any of the terms given in controlled lists for elements 3.6 through 3.20. When reviewing the draft, constituencies are asked to keep in mind the intention to provide this general guidance.

## Elements and sub-elements

As agreed at the April 2006 JSC meeting, the elements formerly presented as sub-elements under 3.6 (Other technical details) are now presented as separate elements under sections 3.6 through 3.20.

Please also see the discussion of *Punctuation within elements*, category 2 below, regarding additional elements which might warrant separation into sub-elements.

## Punctuation within elements

In the preparation of this draft, the JSC reviewed instances of punctuation within elements in chapter 3. Three different purposes for the use of internal punctuation were identified. These purposes and the JSC decisions regarding their treatment are listed below:

**Category 1.** Punctuation used to segment data within a sequence of like data. In this case punctuation is used to segment data within a sequence of like data at the same level of granularity. Used in this way, punctuation has the same purpose as in any text, i.e., to make the meaning clear. An example of this is the use of a comma to separate sequences of pages, leaves etc., as in “xvii, 323 pages”.

**JSC Decision:** These punctuation instructions have not always been explicit in AACR2 and RDA drafts (i.e., they are sometimes found in examples only). In cases where they are in the instructions, the provisions have been removed from this draft. A general instruction will be added to chapter 1 that internal punctuation should be used as necessary for clarity.

See: 3.5.0.4k; 3.5.0.6.2; 3.5.0.6.3

**Category 2.** Punctuation used to separate data that are related, but different in kind. In this case the two pieces of information could be viewed as separate elements or sub-elements. Examples of this category are: the comma that separates the dimensions of a map and the dimensions of the sheet, as in “20 x 31 cm, on sheet 42 x 50 cm”; and the use of parentheses in “1 volume (looseleaf)”.

The specific instances of Category 2 are listed below:

See: 3.4.0.3b; 3.4.0.3c; 3.4.0.3d; 3.4.0.7.1; 3.4.0.10.4; 3.4.2.1.2; 3.4.2.1.2b; 3.4.2.2.1; 3.4.3.4.2; 3.4.4.13.2; 3.4.4.13.2; 3.4.4.14.2; 3.4.4.16.1; 3.4.4.17.2; 3.4.4.19.2; 3.4.5.2.1; 3.5.0.4b; 3.5.0.4c; 3.5.0.4i; 3.5.1.3.1; 3.5.1.4.1; 3.5.1.5.1; 3.5.1.6.1; 3.5.2.1.3; 3.5.2.2.1; 3.9.0.4.2; 3.11.0.6.2; 3.12.0.5.3; 3.14.0.3.2; 3.16.0.3.2; 4.8.0.7.3.

***The constituencies are asked to identify which cases warrant separation into sub-elements.***

Constituencies are asked to keep in mind that the use of punctuation in place of treatment as separate sub-elements limits the potential for machine processing and manipulation of the data. However, separating all instances of this category into different sub-elements may result in a degree of granularity which is above and beyond that required for any user task. If so it would introduce unnecessary complexity to both the instructions and the descriptions that result from applying them.

**Category 3.** Punctuation used to convey information about a detail *within an element or sub-element*. An example of this is the use of square brackets to indicate supplied information, as in “226, [44] pages”.

(Note: While RDA also prescribes the use of square brackets for elements covered in chapter 2 when the information is taken from sources outside the resource itself, in those cases square brackets enclose the entire element or sub-element. The general practice of using square brackets to enclose information taken from outside the resource will be discussed by the JSC at its April 2007 meeting and later be informed further by comments to this draft.)

**JSC Decision:** In the current draft, square brackets have been used to convey information about a detail within an element or sub-element in only a few instances in chapter 3. The specific instructions which contain instances of Category 3 punctuation are listed below.

See: 3.4.4.2.1, 3.4.4.2.4; 3.4.4.4.2; 3.4.4.7.1

*The JSC invites comments on the treatment of the specific instances that occur in this chapter, noting that the significance of square brackets may not be understood by all users.*

## Use of abbreviations

At the April 2006 meeting, the JSC agreed that no abbreviations would be used in the RDA extent element. At the October 2006 JSC meeting, there was tentative agreement to allow abbreviation of units of measurement (5JSC/M/111.4.3).

The RDA Appendices Working Group was asked to consider what other abbreviations should be permitted in the carrier description. The draft reflects the recommendations of the Appendices Working Group as follows:

The Group recommended that abbreviations only be permitted when specified in the instructions, or given in a controlled list for an instruction. Any terms given in controlled lists can be recorded in the form listed and do not have to be spelled out in full. Any other terms used as a result of following an instruction to use a more appropriate or more specific term if necessary, can also be used in an abbreviated form.

Exceptions:

In two specific instances, however, the Appendices Working Group recommended that the use of abbreviations be retained. In this draft abbreviations have been retained in the examples for 3.20.1.3 Details of digital file characteristics and 3.22 Notes on equipment and system requirements. In both of these cases the Group felt there was a valid reason to allow the abbreviation, i.e. to allow the cataloguer to use a found abbreviation without requiring them to decode it. In neither case was it considered necessary to require the abbreviation by including it in the instruction. In addition, in this draft abbreviations such as "hr.", "min.", and "sec." have been retained in the examples for units of time.

The Group will continue to seek a principles-based solution that would apply in these cases.

## **Examples**

All of the examples in the current draft have now been reviewed and updated by the RDA Examples Group 1, and thus reflect their recommendations. Further examples may be prepared for the final draft of RDA.

*The JSC invites comments on the examples provided.*

Additional examples that cover more than one RDA element have also been provided to assist in understanding the draft. Please see Appendix 1.

This appendix is provided for information only; no constituency response is needed.

## **MARC mapping**

Preliminary mappings of MARC 21 to RDA, and RDA to MARC 21, have been provided to assist with the review of this draft. Please see Appendix 2.

These mappings relate only to elements created using the instructions in the draft chapter 3, and the addendum to chapter 4.

RDA elements have been mapped to corresponding MARC 21 variable fields and MARC 21 coded data. Certain key RDA elements do not map cleanly to MARC 21, i.e., 3.2 Media type, 3.3 Carrier type, and 4.2 Content type. MARBI has been alerted to the need for further discussion of how to encode the RDA categorization of content and carrier (see 5JSC/Chair/12 RDA and MARC 21 <http://www.collectionscanada.ca/jsc/docs/5chair12.pdf>).

This appendix is provided for information only; no constituency response is needed.



## Specific Elements

### **Media type, Carrier type, and Content type**

Following decisions made at the October 2006 JSC meeting (5JSC/M/103), changes were made to the lists of terms at 3.2 (Media type), 3.3 (Carrier type) and 4.2 (Content type).

Changes to the terms originally proposed in 5JSC/RDA/Part A/Categorization include:

- In 3.2 (Media type), the term ‘digital’ has been replaced by ‘computer’.
- In 3.3 (Carrier type), the term ‘digital carriers’ has been replaced by ‘computer carriers’, and ‘book’ has been replaced by ‘volume’.  
At the October 2006 JSC meeting it was agreed that the term ‘book’, although intended to cover the concept of carrier only, might be confusing when used in relation to serials.

*The JSC invites constituency comment on the use of the term ‘volume’.*

(The JSC has also noted the need to signal mode of issuance in RDA for further JSC discussion.)

- In 4.2 (Content type), new terms have been added to cover cartographic materials, datasets, movement, and sounds.  
At the October 2006 JSC meeting it was agreed that a term for choreographic content was required. After consultation with subject experts, the term that has been used in this draft is “notated movement”. The JSC did consider “notated choreography” but it was decided that it was not sufficiently broad to cover notation for movement other than dance.

The Editor will be communicating these decisions to the other participants in the RDA/ONIX initiative so that they can be considered for possible inclusion in the RDA/ONIX framework. The JSC is also seeking to develop an appropriate mechanism for future refinement and extension of the RDA/ONIX framework.

### **Recording media type (3.2)**

In 5JSC/RDA/Part A/Categorization/LC response, LC suggested that the Media type element was not a necessary element for inclusion within RDA. The element has been retained in this draft to act as a broad class similar in function to the media terms in the GMD.

*If constituencies consider that Media type should not be included as an element in RDA, they are asked to indicate this in their response.*

### **Dimensions (3.5)**

At the October 2006 meeting, JSC decided that the concept of “common system of measurement” did not support internationalization and to remove it from RDA (see 5JSC/M/116.5.2). The instructions now say to record dimensions in metric, with an alternative to use the system of measurement preferred by the agency.

### **Video format characteristics**

At the October 2006 meeting, JSC agreed to add instructions on audio narration and captioning as originally proposed in 5JSC/LC/9/CILIP response (5JSC/M/105.9.1 and 5JSC/M/105.9.4). On further reflection, the JSC considered that both of these are aspects of content rather than carrier, and so they will be included in chapter 4. The appropriate placement of these instructions within chapter 4 will be discussed at the April 2007 JSC meeting.

### **Changes in carrier characteristics (3.21)**

At the October 2006 meeting, the JSC made a preliminary decision that if a resource changes carrier this would not require a new description. However, simultaneous carriers would require separate descriptions (see 5JSC/M/114.7). This issue will be discussed further at the April 2007 JSC meeting.

## Treatment of specific types of material

### **Treatment of early printed resources**

Exceptions for recording the extent of early printed resources have been added in response to a comment from ALA on the January 2006 version of the draft (5JSC/RDA/Part I/ALA response at 3.4.1.2-13). These exceptions align with DCRM(B) practice.

*The JSC invites comments on the following revised instructions:*

*3.4.4.2 Unnumbered pages, leaves, or columns*

*3.4.4.3 Change in form of numbering within a sequence*

*3.4.4.7 Complicated or irregular paging*

*3.4.4.8 Leaves or pages of plates*

### **Treatment of cartographic materials**

5JSC/RDA/Part I/ALA response p. 59 said: “There are a number of persistent issues regarding cartographic material. Although final resolution must wait until final lists of media categories and types of carrier are available, we would like to make the following points: (a) While not all cartographic resources are printed, all cartographic resources are graphic representations of spatial information – with the exception of globes, which are three-dimensional resources. (b) There continues to be ambiguity about the significance of the term *map*. To the extent that maps may be presented on slides, jigsaw puzzles, etc., *map* is a type of content. As a type of carrier, however, the term *map* identifies a map on

one or more sheets. This ambiguity needs to be kept in mind when defining and using this term in chapter 3.” (comment 466 in 5JSC/RDA/Part I/Sec follow-up/Rev).

*The JSC seeks specific feedback on any issues related to the treatment of cartographic materials in this draft.*

## **Treatment of online resources**

### **3.4.0.7.1a.2 and 3.4.0.7.1e.2 Number of subunits**

#### **3.20.0.4 File type**

File type has been included as an optional element. The terms listed in that element are also used to specify subunits per the instructions at 3.4.0.7.1a.2 and 3.4.0.7.1e.2.

## **Specific questions for Constituencies**

*In addition to commenting on the specific issues listed above under “Background”, the constituencies are asked to respond to the following questions on specific instructions:*

### **3.5.0.4 Dimensions of carrier**

The instructions for microfiche cassettes at 3.5.0.4.1c.4 are derived from AACR2 rule 11.5D3 for microfiches. AACR2 provides no explicit instructions on recording the dimensions of a microfiche cassette. Should the instructions for microfiche cassettes reference the dimensions of the fiches *per se* or the dimensions of the cassette?

### **3.5.1.0 Dimensions of maps, etc. - Application**

The application of the instructions under 3.5.1 has been limited to the dimensions of maps, etc., on sheets. Is that an appropriate limitation?

#### **3.5.1.1 Recording dimensions of maps, etc**

The instructions at 3.5.1.1 only allow for the recording of one set of dimensions for a map. Should an additional instruction be given, paralleling the instruction at 3.5.2.1.3? This would allow more than one set of dimensions to be recorded, along with an indication of the area to which each set of dimensions apply.

### **3.5.2.0 Dimensions of still images - Application**

The application of the instructions under 3.5.2 has been limited to the dimensions of still images on sheets. Is that an appropriate limitation?

### **3.5.3.3 Details of dimensions**

The instruction at 3.5.3.3.2 on length of film or videotape, derived from AACR2 rule 7.7B10, has been modified to specify that the length be given in metres to the nearest tenth of a metre. Is that an appropriate substitution for giving the length in feet?

### **3.12.0.3.1 Recording colour**

Should the term "colourized" be added to the list of terms at 3.12.0.3.1 to cover colours which are added after a resource has been produced, for example as with colourized motion pictures?

## Appendix 1: Examples of carrier description

RDA provides instructions on how to record data that can be applied independently of any particular structure or syntax for data storage or display. Guidelines and instructions relating to the presentation of data according to selected standards will be provided separately in appendices.

Within that context, the following examples have been provided to assist in understanding this draft. They illustrate RDA elements created using the instructions in Chapter 3, and the addendum to Chapter 4. These examples give a more complete picture of how the elements will come together in a description.

For each resource, the data elements have been shown in two ways:

- *A simple list of the data to be recorded* (labelled “RDA elements with instruction number”).

Notes: Of all the elements listed in each case, only 3.3 Carrier type, 3.4 Extent and 4.2 Content type are required; the other elements are optional.

The list is arranged in order by RDA instruction number; it is not intended to indicate the order in which the data would be stored or displayed to the user.

- *An ISBD presentation using MARC encoding* (labelled “RDA elements in ISBD presentation with MARC 21 coding”).

Notes: RDA elements that can only be represented in MARC 21 coded data have not been included in this presentation.

Please see Appendix 2 for preliminary mappings of MARC 21 to RDA, and RDA to MARC 21 which include mappings to and from RDA elements and MARC coded data.

**A. Book****RDA elements with instruction number**

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	unmediated
Carrier type (3.3.0.2)	volume
Extent (3.4.4.1 / 3.4.4.8)	24 pages, 12 pages of plates
Dimensions (3.5.0.4n)	21 cm
Colour (3.12.0.3)	coloured
Content type (4.2.0.2)	text
Illustrative content (4.9.0.3)	illustrations, maps, portraits

**RDA elements in ISBD presentation with MARC 21 coding**

300 ## \$a24 pages, 12 pages of plates :\$bcoloured illustrations, maps, portraits ;\$c21 cm

**B. Online moving images with sound****RDA elements with instruction number**

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	computer
Carrier type (3.3.0.2)	online resource
Extent (3.4.0.7.e)	1 online resource
Colour (3.12.0.3)	coloured
Sound (3.17.0.3)	sound
Encoding format (3.20.0.5)	TIFF
Encoding format (3.20.0.5)	WAV
File size (3.20.0.6)	8 MB
Content type (4.2.0.2)	moving image
Content type (4.2.0.2)	spoken word
Content type (4.2.0.2)	performed music

**RDA elements in ISBD presentation with MARC 21 coding**

300 ## \$a1 online resource (8 MB) :\$bsound, coloured, TIFF, WAV

**C. Video****RDA elements with instruction number**

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	video
Carrier type (3.3.0.2)	videodisc
Extent (3.4.0.3)	1 videodisc
Dimensions (3.5.0.4d)	21 cm
Colour (3.12.0.5)	black and white
Sound (3.17.0.3)	sound
Encoding format (3.20.0.5)	DVD video
Content type (4.2.0.2)	moving image
Duration (4.12.0.3)	approximately 50 min.

**RDA elements in ISBD presentation with MARC 21 coding**

300 ## \$a1 videodisc (approximately 50 min.) :\$bsound, black and white ;\$c21 cm

**D. Online video****RDA elements with instruction number**

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	computer
Carrier type (3.3.0.2)	online resource
Extent (3.4.0.3 / 3.4.0.7.1e)	1 online resource (1 video file)
Colour (3.12.0.3)	coloured with black and white sequences
Sound (3.17.0.3)	sound
File type (3.20.0.4)	video file
Encoding format (3.20.0.5)	Windows media
Content type (4.2.0.2)	moving image
Duration (4.12.0.3)	27 min.

**RDA elements in ISBD presentation with MARC 21 coding**

300 ## \$a1 online resource (1 video file (27 min.)) :\$bsound, coloured with black and white sequences

**E. Cartographic resource: Globe****RDA elements with instruction number**

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	unmediated
Carrier type (3.3.0.2)	unmediated
Extent (3.4.1.1)	1 globe
Dimensions (3.5.0.4m)	12 cm in diameter
Base material (3.6.0.3)	wood
Note on mount (3.8.1.3)	On metal stand
Colour (3.12.0.3)	coloured
Content type (4.2.0.2)	cartographic three-dimensional form

**RDA elements in ISBD presentation with MARC 21 coding**

300 ## \$a1 globe :\$bcoloured, wood ;\$c12 cm in diameter  
500 ## \$aOn metal stand

**F. Cartographic resource: Map****RDA elements with instruction number**

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	unmediated
Carrier type (3.3.0.2)	unmediated
Extent (3.4.1.1 / 3.4.1.3)	1 map on 2 sheets
Dimensions (3.5.1.1 / 3.5.1.3)	47 x 229 cm, sheets 49 x 119 cm
Production method (3.9.0.4)	manuscript
Colour (3.12.0.3)	coloured
Content type (4.2.0.2)	cartographic image

**RDA elements in ISBD presentation with MARC 21 coding**

300 ## \$a1 map on 2 sheets :\$bmanuscript, coloured ;\$c47 x 229 cm, sheets 49 x 119 cm

**G. Dual disc (audio CD on one side and video DVD on the other side)****RDA elements with instruction number**

<i>RDA element</i>	<i>Data recorded</i>
Extent (3.4.0.5)	1 dual disc
Note on Extent (3.4.6.11)	Dual disc (audio CD on one side and video DVD on the other side)
Dimensions (3.5.0.4d)	12 cm

**audio CD**

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	audio
Carrier type (3.3.0.2)	audio disc
Type of recording (3.17.0.4)	digital
Configuration of playback channels (3.17.0.9)	stereo
Encoding format (3.20.0.5)	CD audio
Content type (4.2.0.2)	performed music

**video DVD**

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	video
Carrier type (3.3.0.2)	videodisc
Colour (3.12.0.3)	coloured
Sound (3.17.0.3)	sound
Encoding format (3.20.0.5)	DVD video
Content type (4.2.0.2)	moving image

**RDA elements in ISBD presentation with MARC 21 coding**

300 ## \$a1 dual disc :\$bdigital, stereo, sound, coloured ;\$c12 cm
500 ## \$aDual disc (audio CD on one side and video DVD on the other side)



**H. Resource consisting of more than one carrier (e.g., kit)****RDA elements with instruction number***filmstrip*

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	projected
Carrier type (3.3.0.2)	filmstrip
Extent (3.4.0.3 / 3.4.0.7b)	1 filmstrip (39 frames)
Dimensions (3.5.0.4e)	35 mm
Colour (3.12.0.3)	coloured
Content type (4.2.0.2)	still image

*audiocassette*

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	audio
Carrier type (3.3.0.2)	audiocassette
Extent (3.4.0.3)	1 audiocassette
Dimensions (3.5.0.4c)	10 x 7 cm
Type of recording (3.17.0.4)	analog
Configuration of playback channels (3.17.0.9)	mono
Content type (4.2.0.2)	spoken word
Duration (4.12.0.3)	approximately 18 min.

*sheet*

<i>RDA element</i>	<i>Data recorded</i>
Media type (3.2.0.2)	unmediated
Carrier type (3.3.0.2)	sheet
Extent (3.4.4.13)	1 folded sheet (4 pages)
Dimensions (3.5.0.4n)	22 cm
Content type (4.2.0.2)	text

*container*

<i>RDA element</i>	<i>Data recorded</i>
Dimensions (3.5.0.5)	box 33 x 47 x 5 cm

**RDA elements in ISBD presentation with MARC 21 coding**

300 ## \$a1 filmstrip (39 frames) :\$bcoloured ;\$c35 mm  
 300 ## \$a1 audiocassette (approximately 18 min.) :\$banalog, mono ;\$c10 x 7 cm  
 300 ## \$a1 folded sheet (4 pages) ;\$c22 cm  
 300 ## \$abox ;\$c33 x 47 x 5 cm

## **Appendix 2**

**Mapping of RDA data elements to MARC data elements**

**Mapping of MARC data elements to RDA data elements**

## Mapping of RDA data elements to MARC data elements - chapters 3 and 4 (addendum) (March 19, 2007)

RDA Instruction Number	RDA Data Element	MARC Field	MARC Subfield	MARC Data Element
<b>Chapter 3</b>	<b>Carrier</b>			
<b>3.2</b>	<b>Media type</b>			
3.2.0	Media type	24X	h	Medium
3.2.0	Media type	007/00		Category of material [Not a clean mapping]
<b>3.3</b>	<b>Carrier type</b>			
3.3.0	Carrier type	300	f	Type of unit
3.3.0	Carrier type	007/01		Specific material designation [Not a clean mapping]
<b>3.4</b>	<b>Extent</b>			
3.4.0-3.4.5	Extent	300	a	Extent
3.4.0-3.4.5	Extent	300	f	Type of unit
3.4.0.7a	Extent (computer carriers - subunits)	256	a	Computer file characteristics
3.4.0.7e	Extent (online resources - subunits)	256	a	Computer file characteristics
3.4.6	Notes on extent	500	a	General note
<b>3.5</b>	<b>Dimensions</b>			
3.5.0	Dimensions	300	c	Dimensions
3.5.0	Dimensions	300	g	Size of unit
3.5.0	Dimensions	340	b	Dimensions
3.5.3	Notes on dimensions	500	a	General note
<b>3.6</b>	<b>Base material</b>			
3.6.0	Base material	300	b	Other physical details
3.6.0	Base material	340	a	Material base and configuration
3.6.0	Base material	007/04	Map	Physical medium
3.6.0	Base material	007/04	Globe	Physical medium
3.6.0	Base material	007/04	Nonprojected Graphic	Primary support material
3.6.0	Base material	007/10	Sound Recording	Kind of material
3.6.0.4	Base material (microfilm, microfiche)	007/12	Microform	Base of film
3.6.0.4	Base material (motion picture film)	007/12	Motion Picture	Base of film
3.6.1	Notes on base material	500	a	General note

## Mapping of RDA data elements to MARC data elements - chapters 3 and 4 (addendum) (March 19, 2007)

RDA Instruction Number	RDA Data Element	MARC Field	MARC Subfield	MARC Data Element
<b>3.7</b>	<b>Applied material</b>			
3.7.0	Applied material	300	b	Other physical details
3.7.0	Applied material	340	c	Materials applied to surface
3.7.0.4	Applied material (microfilm, microfiche)	007/10	Microform	Emulsion
3.7.1	Notes on applied material	500	a	General note
<b>3.8</b>	<b>Mount</b>			
3.8.0	Mount	300	b	Other physical details
3.8.0	Mount	340	e	Support
3.8.1	Notes on mount	500	a	General note
<b>3.9</b>	<b>Production method</b>			
3.9.0	Production method	300	b	Other physical details
3.9.0	Production method	340	d	Information recording technique
3.9.1	Notes on production method	500	a	General note
<b>3.10</b>	<b>Generation</b>			
3.10.0	Generation	500	a	General note
3.10.0.4	Generation (audio recordings)	007/09	Sound Recording	Kind of disc, cylinder, or tape
3.10.0.6	Generation (microforms)	007/11	Microform	Generation
3.10.0.7	Generation (motion picture films)	007/11	Motion Picture	Generation
3.10.1	Notes on generation	500	a	General note
<b>3.11</b>	<b>Layout</b>			
3.11.0	Layout	300	b	Other physical details
3.11.0	Layout	007/06-08	Tactile Material	Braille music format
3.11.1	Notes on layout	500	a	General note
<b>3.12</b>	<b>Colour</b>			
3.12.0	Colour	300	b	Other physical details
3.12.0	Colour	007/03	Motion Picture	Color
3.12.0	Colour	007/03	Videorecording	Color
3.12.1	Notes on colour	500	a	General note

## Mapping of RDA data elements to MARC data elements - chapters 3 and 4 (addendum) (March 19, 2007)

RDA Instruction Number	RDA Data Element	MARC Field	MARC Subfield	MARC Data Element
<b>3.13</b>	<b>Foliation</b>			
3.13.0	Foliation	300	c	Dimensions
3.13.1	Notes on foliation	500	a	General note
<b>3.14</b>	<b>Font size</b>			
3.14.0	Font size	300	a	Extent
3.14.1	Notes on font size	500	a	General note
<b>3.15</b>	<b>Polarity</b>			
3.15.0	Polarity (microforms)	300	b	Other physical details
3.15.0	Polarity (motion picture film)	500	a	General note
3.15.0	Polarity	007/03	Microform	Positive/negative aspect
3.15.0	Polarity	00710	Motion Picture	Positive/negative aspect
3.15.1	Notes on polarity	500	a	General note
<b>3.16</b>	<b>Reduction ratio</b>			
3.16.0	Reduction ratio	500	a	General note
3.16.0	Reduction ratio	007/05	Microform	Reduction ratio range
3.16.1	Notes on reduction ratio	500	a	General note
<b>3.17</b>	<b>Sound characteristics</b>			
3.17.0	Sound characteristics	300	b	Other physical details
3.17.0.5	Playing speed	007/03	Sound Recording	Speed
3.17.0.5	Playing speed	340	f	Production rate/ratio
3.17.0.6	Groove characteristic	007/05	Sound Recording	Groove width/groove pitch
3.17.0.8	Tape configuration	007/08	Sound Recording	Tape configuration
3.17.0.9	Configuration of playback channels	007/04	Sound Recording	Configuration of playback channels
3.17.0.10	Special playback characteristics	007/12	Sound Recording	Special playback characteristics
3.17.1	Notes on sound characteristics	500	a	General note
<b>3.18</b>	<b>Projection characteristics</b>			
3.18.0	Projection characteristics	300	b	Other physical details
3.18.0.4	Presentation format	007/04	Motion Picture	Motion picture presentation format
3.18.0.5	Projection speed	340	f	Production rate/ratio

## Mapping of RDA data elements to MARC data elements - chapters 3 and 4 (addendum) (March 19, 2007)

RDA Instruction Number	RDA Data Element	MARC Field	MARC Subfield	MARC Data Element
3.18.1	Notes on projection characteristics	500	a	General note
<b>3.19</b>	<b>Video characteristics</b>			
3.19.0.4	Video format	500	a	General note
3.19.0.4	Video format	538	a	System details note
3.19.0.4	Video format	007/04	Videorecording	Videorecording format
3.19.0.5	Broadcast standard	500	a	General note
3.19.1	Notes on video characteristics	500	a	General note
<b>3.20</b>	<b>Digital file characteristics</b>			
3.20.0.4	File type	256	a	Computer file characteristics
3.20.0.4	File type	516	a	Type of computer file or data note
3.20.0.4	File type	008/26	Electronic Resources	Type of computer file [not a clean mapping]
3.20.0.5	Encoding format	300	b	Other physical details
3.20.0.5	Encoding format	352	q	Format of the digital image
3.20.0.6	Encoding format	538	a	System details note
3.20.0.6	File size	256	a	Computer file characteristics
3.20.0.7	File size	300	a	Extent
3.20.0.8	Transmission speed			Not in MARC21
3.20.0.8	Representation of cartographic images	352	a	Direct reference method
3.20.0.8	Representation of cartographic images	352	b	Object type
3.20.0.8	Representation of cartographic images	352	c	Object count
3.20.0.8	Representation of cartographic images	352	d	Row count
3.20.1.3	Details of digital file characteristics	352	g	VPF topology level
3.20.1.3	Details of digital file characteristics	500	a	General note
<b>3.21</b>	<b>Notes on changes in carrier characteristics</b>			
3.21.0	Notes on changes in carrier characteristics	500	a	General note
<b>3.22</b>	<b>Notes on equipment and system requirements</b>			
3.22.0	Notes on equipment and system requirements	538	a	System details note

## Mapping of RDA data elements to MARC data elements - chapters 3 and 4 (addendum) (March 19, 2007)

RDA Instruction Number	RDA Data Element	MARC Field	MARC Subfield	MARC Data Element
<b>3.23</b>	<b>Notes on item-specific carrier characteristics</b>			
3.23.0	Notes on item-specific carrier characteristics	500	a	General note
<b>Chapter 4</b>	<b>Content</b>			
<b>4.2</b>	<b>Content type</b>			
4.2.0	Content type	Leader/06		Type of record [Not a clean mapping]
<b>4.8</b>	<b>Language, etc., of the content</b>			
4.8.0.7	Tactile system of notation	300	a	Extent
4.8.1	Notes on language, etc.	546	a	Language note
4.8.1.6	Details of tactile system of notation	546	a	Language note
4.8.1.6	Details of tactile system of notation	546	b	Information code/alphabet
<b>4.9</b>	<b>Illustrative content</b>			
4.9.0	Illustrative content	300	b	Other physical details
4.9.1	Notes on illustrative content	500	a	General note
<b>4.12</b>	<b>Duration</b>			
4.12.0	Duration	300	a	Extent
4.12.0	Duration	306	a	Playing time
4.12.1	Notes on duration	500	a	General note

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## Mapping of MARC data elements to RDA data elements - chapters 3 and 4 (addendum) (March 19, 2007)

MARC Field	MARC Subfield	MARC Data Element	RDA Instruction Number	RDA Data Element
<b>Leader</b>				
Leader/06		Type of record	4.2.0	Content type [Not a clean mapping]
<b>007</b>		<b>Control Field</b>		
007/00		Category of material	3.2.0	Media type [Not a clean mapping]
007/01		Specific material designation	3.3.0	Carrier type [Not a clean mapping]
007/03	Motion Picture	Color	3.12.0	Colour
007/03	Videorecording	Color	3.12.0	Colour
007/03	Sound Recording	Speed	3.17.0.5	Playing speed
007/03	Microform	Positive/negative aspect	3.15.0	Polarity
007/04	Map	Physical medium	3.6.0	Base material
007/04	Globe	Physical medium	3.6.0	Base material
007/04	Nonprojected Graphic	Primary support material	3.6.0	Base material
007/04	Sound Recording	Configuration of playback channels	3.17.0.9	Configuration of playback channels
007/04	Motion Picture	Motion picture presentation format	3.18.0.4	Presentation format
007/04	Videorecording	Videorecording format	3.19.0.4	Video format
007/05	Microform	Reduction ratio range	3.16.0	Reduction ratio
007/05	Sound Recording	Groove width/groove pitch	3.17.0.6	Groove characteristic
007/06-08	Tactile Material	Braille music format	3.11.0	Layout
007/08	Sound Recording	Tape configuration	3.17.0.8	Tape configuration
007/09	Sound Recording	Kind of disc, cylinder, or tape	3.10.0.4	Generation (audio recordings)
007/10	Sound Recording	Kind of material	3.6.0	Base material
007/10	Microform	Emulsion	3.7.0.4	Applied material (microfilm, microfiche)
007/10	Motion Picture	Positive/negative aspect	3.15.0	Polarity
007/11	Microform	Generation	3.10.0.6	Generation (microforms)
007/11	Motion Picture	Generation	3.10.0.7	Generation (motion picture films)
007/12	Microform	Base of film	3.6.0.4	Base material (microfilm, microfiche)
007/12	Motion Picture	Base of film	3.6.0.4	Base material (motion picture film)
007/12	Sound Recording	Special playback characteristics	3.17.0.10	Special playback characteristics
<b>008</b>		<b>Control Field</b>		
008/26	Electronic resources	Type of computer file	3.20.0.4	File type [Not a clean mapping]

## Mapping of MARC data elements to RDA data elements - chapters 3 and 4 (addendum) (March 19, 2007)

MARC Field	MARC Subfield	MARC Data Element	RDA Instruction Number	RDA Data Element
<b>24X</b>				
24X	h	Medium	3.2.0	Media type
<b>256</b>		<b>Computer File Characteristics</b>		
256	a	Computer file characteristics	3.4.0.7a	Extent (computer carriers - subunits)
256	a	Computer file characteristics	3.4.0.7e	Extent (online resources - subunits)
256	a	Computer file characteristics	3.20.0.4	File type
256	a	Computer file characteristics	3.20.0.6	File size
<b>300</b>		<b>Physical Description</b>		
300	a	Extent	3.4.0-3.4.5	Extent
300	a	Extent	3.14.0	Font size
300	a	Extent	3.20.0.7	File size
300	a	Extent	4.12.0	Duration
300	a	Extent	4.8.0.7	Tactile system of notation
300	b	Other physical details	3.6.0	Base material
300	b	Other physical details	3.7.0	Applied material
300	b	Other physical details	3.8.0	Mount
300	b	Other physical details	3.9.0	Production method
300	b	Other physical details	3.11.0	Layout
300	b	Other physical details	3.12.0	Colour
300	b	Other physical details	3.15.0	Polarity (microforms)
300	b	Other physical details	3.17.0	Sound characteristics
300	b	Other physical details	3.18.0	Projection characteristics
300	b	Other physical details	3.20.0.5	Encoding format
300	b	Other physical details	4.9.0	Illustrative content
300	c	Dimensions	3.5.0	Dimensions
300	c	Dimensions	3.13.0	Foliation
300	f	Type of unit	3.3.0	Carrier type
300	f	Type of unit	3.4.0-3.4.5	Extent
300	g	Size of unit	3.5.0	Dimensions
<b>306</b>		<b>Playing Time</b>		
306	a	Playing time	4.12.0	Duration

## Mapping of MARC data elements to RDA data elements - chapters 3 and 4 (addendum) (March 19, 2007)

MARC Field	MARC Subfield	MARC Data Element	RDA Instruction Number	RDA Data Element
<b>340</b>		<b>Physical Medium</b>		
340	a	Material base and configuration	3.6.0	Base material
340	b	Dimensions	3.5.0	Dimensions
340	c	Materials applied to surface	3.7.0	Applied material
340	d	Information recording technique	3.9.0	Production method
340	e	Support	3.8.0	Mount
340	f	Production rate/ratio	3.17.0.5	Playing speed
340	f	Production rate/ratio	3.18.0.5	Projection speed
340	i	Technical specifications of medium		Not in RDA
<b>352</b>		<b>Digital Graphic Representation</b>		
352	a	Direct reference method	3.20.0.8	Representation of cartographic images
352	b	Object type	3.20.0.8	Representation of cartographic images
352	c	Object count	3.20.0.8	Representation of cartographic images
352	d	Row count	3.20.0.8	Representation of cartographic images
352	e	Column count		Not in RDA
352	f	Vertical count		Not in RDA
352	g	VPF topology level	3.20.1.3	Details of digital file characteristics
352	i	Indirect reference description		Not in RDA
352	q	Format of the digital image	3.20.0.5	Encoding format
<b>500</b>		<b>General Note</b>		
500	a	General note	3.4.6	Notes on extent
500	a	General note	3.5.3	Notes on dimensions
500	a	General note	3.6.1	Notes on base material
500	a	General note	3.7.1	Notes on applied material
500	a	General note	3.8.1	Notes on mount
500	a	General note	3.9.1	Notes on production method
500	a	General note	3.10.0	Generation
500	a	General note	3.10.1	Notes on generation
500	a	General note	3.11.1	Notes on layout
500	a	General note	3.12.1	Notes on colour
500	a	General note	3.13.1	Notes on foliation

## Mapping of MARC data elements to RDA data elements - chapters 3 and 4 (addendum) (March 19, 2007)

MARC Field	MARC Subfield	MARC Data Element	RDA Instruction Number	RDA Data Element
500	a	General note	3.14.1	Notes on font size
500	a	General note	3.15.0	Polarity (motion picture film)
500	a	General note	3.15.1	Notes on polarity
500	a	General note	3.16.0	Reduction ratio
500	a	General note	3.16.1	Notes on reduction ratio
500	a	General note	3.17.1	Notes on sound characteristics
500	a	General note	3.18.1	Notes on projection characteristics
500	a	General note	3.19.0.4	Video format
500	a	General note	3.19.0.5	Broadcast standard
500	a	General note	3.19.1	Notes on video characteristics
500	a	General note	3.20.1.3	Details of digital file characteristics
500	a	General note	3.21.0	Notes on changes in carrier characteristics
500	a	General note	3.23.0	Notes on item-specific carrier characteristics
500	a	General note	4.9.1	Notes on illustrative content
500	a	General note	4.12.1	Notes on duration
<b>516</b>		<b>Type of Computer File or Data Note</b>		
516	a	Type of computer file or data note	3.20.0.4	File type
<b>538</b>		<b>System Details Note</b>		
538	a	System details note	3.19.0.4	Video format
538	a	System details note	3.22.0	Notes on equipment and system requirements
538	a	System details note	3.20.0.6	Encoding format
<b>546</b>		<b>Language Note</b>		
546	a	Language note	4.8.1	Notes on language, etc.
546	a	Language note	4.8.1.6	Details of tactile system of notation
546	b	Information code/alphabet	4.8.1.6	Details of tactile system of notation

## CHAPTER 3

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# CARRIER

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- 3.1.4 Resources consisting of more than one carrier
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## 3.0 PURPOSE AND SCOPE

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- 3.0.1 The elements covered in this chapter are those that describe the characteristics of the carrier of the resource.
- 3.0.2 The elements convey information that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier and the formatting and encoding of the information stored on the carrier. Users may also rely on characteristics of the carrier in order to identify a resource (i.e., to distinguish between resources with similar characteristics).
- 3.0.3 For the description of a particular resource, not all of the elements covered in this chapter may be applicable.

## 3.1 GENERAL GUIDELINES ON DESCRIBING CARRIERS

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### *Contents*

- 3.1.1 Sources of information
- 3.1.2 Manifestations available in different formats
- 3.1.3 Facsimiles and reproductions
- 3.1.4 Resources consisting of more than one carrier
- 3.1.5 Online resources
- 3.1.6 Change in carrier characteristics

### 3.1.1 SOURCES OF INFORMATION

---

- 3.1.1.1 ➤ Base the description of the carrier(s) on evidence presented by the resource itself, or on any accompanying material or container. If desired, take additional evidence from any source.

### 3.1.2 MANIFESTATIONS AVAILABLE IN DIFFERENT FORMATS

---

- 3.1.2.1 ➤ If manifestations of a work are available in different formats (e.g., as printed text and microfilm; as an audio disc and audiocassette), record the elements describing the carrier as they apply to the manifestation being described.
- 3.1.2.2 ➤ For instructions on referencing other formats available, see 7.X.X.

### 3.1.3 FACSIMILES AND REPRODUCTIONS

---

- 3.1.3.1 ➤ When describing a facsimile or reproduction, record the elements describing the carrier as they apply to the facsimile or reproduction.
- 3.1.3.2 ➤ For instructions on referencing the original, see 7.X.X.

### 3.1.4 RESOURCES CONSISTING OF MORE THAN ONE CARRIER

---

- 3.1.4.1 ➤ When preparing a comprehensive description for a resource consisting of more than one carrier, apply whichever of the following methods is appropriate to the nature of the resource and the purpose of the description.

#### **a) Recording only carrier type and extent of each carrier**

- 3.1.4.1a.1 If a detailed description of the characteristics of the carriers is not considered necessary, record only

- a) the applicable carrier type(s) (see 3.3)
- and* b) the extent as it applies to each type of carrier (see 3.4).



computer disc  
audio disc  
sheet

*(Carrier types for a resource consisting of a computer disc, an audio disc, study prints, and a folded sheet)*

1 computer disc  
1 audio disc  
4 study prints  
1 folded sheet

*(Extent of the same resource)*

3.1.4.1a.2

- ◇ *Optional addition.* If the carriers are in a container, name the container and record its dimensions (see 3.5.0.5).

slide  
audiocassette  
sheet

*(Carrier types for a resource consisting of slides, an audiocassette, and a map, all in a container)*

12 slides  
1 audiocassette  
1 map

*(Extent of the same resource)*

box 16 × 30 × 20 cm  
*(Dimensions of the container)*

**b) Recording carrier type, extent, and other characteristics of each carrier**

3.1.4.1b.1

If a detailed description of each carrier is desired, record in addition to carrier type(s) (see 3.3) and extent (see 3.4), other characteristics as applicable to each carrier or carrier type (see 3.5–3.20).

slide  
46 slides  
5 × 5 cm  
coloured

*(Carrier type, extent, dimensions, and colour characteristics for the slides in a resource consisting of slides and an audiocassette)*

audiocassette  
1 audiocassette  
10 × 7 cm, 4 mm tape  
analog  
mono

*(Carrier type, extent, dimensions, type of recording, and configuration of playback channels for the audiocassette in the same resource)*

3.1.4.1b.2

- ◇ *Optional addition.* If the carriers are in a container, name the container and record its dimensions (see 3.5.0.5).

computer disc  
 1 computer disc (5 image files)  
 12 cm  
 JPEG

*(Carrier type, extent, dimensions, and encoding format for the computer disc in a resource consisting of a computer disc, an audio disc, study prints, a booklet, and a folded sheet, all in a container)*

audio disc  
 1 audio disc  
 12 cm  
 digital  
 stereo

*(Carrier type, extent, dimensions, type of recording, and configuration of playback channels for the audio disc in the same resource)*

sheet  
 4 study prints  
 29 × 88 cm, folded to 29 × 44 cm  
 coloured

*(Carrier type, extent, dimensions, and colour characteristics for the study prints in the same resource)*

volume  
 15 pages  
 22 cm

*(Carrier type, extent, and dimensions for the booklet in the same resource)*

sheet  
 1 folded sheet (4 pages)  
 22 cm

*(Carrier type, extent, and dimensions for the folded sheet in the same resource)*

container 33 × 47 × 5 cm  
*(Dimensions of the container)*

**c) Recording predominant carrier type and extent in general terms**

3.1.4.1c.1

For resources consisting of multiple heterogeneous carriers, record the predominant carrier type (see 3.3) and record the extent of the resource as a whole, designating the units as *various pieces* (see 3.4.0.5). Give details of the pieces in a note if they are considered important for identification or selection (see 3.4.6.3).

sheet  
 27 various pieces

*(Predominant carrier type and extent recorded using a general term)*

- 3.1.4.1c.2 ◇ *Optional omission.* If the number of units cannot be readily ascertained or approximated, omit the number.

sheet  
various pieces

*(Predominant carrier type and extent recorded using a general term, omitting the number of pieces)*

- 3.1.4.1c.3 ◇ *Optional addition.* If the carriers are in a container, name the container and record its dimensions (see 3.5.0.5).

sheet  
42 various pieces

*(Predominant carrier type and extent recorded using a general term)*

box 20 × 12 × 6 cm  
*(Dimensions of the container)*

- 3.1.4.2 ➤ Make notes on additional characteristics of particular carriers if they are considered important for identification or selection (see 3.6–3.20).
- 3.1.4.3 ➤ For instructions on recording information relating to the carrier for accompanying material, see 7.X.X.

### 3.1.5 ONLINE RESOURCES

---

- 3.1.5.1 ➤ Record *online resource* as the carrier type for all online resources (see 3.3).
- 3.1.5.2 ➤ For an online resource that is complete (or if the total extent is known), record the extent (see 3.4).

1 online resource (1 text file, 1 audio file)

- 3.1.5.3 ➤ Record other characteristics of the carrier, as applicable, if they are considered important for identification or selection (see 3.6–3.22).

coloured  
TIFF

*(Colour and encoding format for an online resource)*

- 3.1.5.4 ➤ If the online resource consists of more than one file, and a description of the characteristics of each file is considered important for identification or selection, record the characteristics as applicable to each file (see 3.20).

text file  
RTF  
73 KB

*(File type, encoding format, and file size for a text file in an online resource)*

audio file

WAV

182 KB

*(File type, encoding format, and file size for an audio file in the same online resource)*

### 3.1.6 CHANGE IN CARRIER CHARACTERISTICS

---

3.1.6.1 ➤ If the dimensions of the carrier(s) change, record the change as instructed under 3.5.0.8.

3.1.6.2 ➤ Record changes in other characteristics of the carrier(s) as follows.

#### a) Resource issued in successive parts

3.1.6.2a.1 If carrier characteristics are changed (or if new carrier characteristics are introduced) in a subsequent issue or part, record the changed (or new) characteristics as instructed under 3.6–3.20. Make a note if the change is considered important for identification or selection (see 3.21.0.3a).

#### b) Integrating resource

3.1.6.2b.1 If carrier characteristics are changed (or if new characteristics are introduced) in a subsequent iteration, change the carrier description to reflect the current iteration. Make a note if the change is considered important for identification or selection (see 3.21.0.3b).

## 3.2 MEDIA TYPE

---

### OPTIONAL ELEMENT

#### *Contents*

3.2.0 Basic instructions on recording media type

### 3.2.0 BASIC INSTRUCTIONS ON RECORDING MEDIA TYPE

---

#### *Contents*

3.2.0.1 Scope

3.2.0.2 Recording media type

#### 3.2.0.1 Scope

---

3.2.0.1.1 □ **Media type** reflects the general type of intermediation device required to view, play, run, etc., the content of a resource.

### 3.2.0.2 Recording media type

- 3.2.0.2.1 ➤ Record the type(s) of media used to convey the content of the resource using one or more of the terms listed in **Table 1**. Record as many terms as are applicable to the resource being described.

**Alternative:**

- 3.2.0.2.2 If the resource being described consists of more than one media type, record only

- a) the media type that applies to the predominant part of the resource (if there is a predominant part)
- or b) the media types that apply to the most substantial parts of the resource (including the predominant part, if there is one)

using one or more of the terms listed in **Table 1**, as appropriate.

**TABLE 1**

TERM	SCOPE
<i>audio</i>	Media used to store recorded sound, designed for use with a playback device such as a turntable, audiocassette player, CD player, or MP3 player. Includes media used to store digitally encoded as well as analog sound.
<i>computer</i>	Media used to store electronic files, designed for use with a computer. Includes media that are accessed remotely through file servers as well as direct-access media such as computer tapes and discs.
<i>microform</i>	Media used to store reduced-size images not readable to the human eye, designed for use with a device such as a microfilm or microfiche reader. Includes both transparent and opaque micrographic media.
<i>microscopic</i>	Media used to store minute objects, designed for use with a device such as a microscope to reveal details invisible to the naked eye.
<i>projected</i>	Media used to store moving or still images, designed for use with a projection device such as a motion picture film projector, slide projector, or overhead projector. Includes media designed to project both two-dimensional and three-dimensional images.
<i>stereographic</i>	Media used to store pairs of still images, designed for use with a device such as a stereoscope or stereograph viewer to give the effect of three dimensions.

*unmediated*

Media used to store content designed to be perceived directly through one or more of the human senses without the aid of an intermediating device. Includes media containing visual and/or tactile content produced using processes such as printing, engraving, lithography, etc., embossing, texturing, etc., or by means of handwriting, drawing, painting, etc. Also includes media used to convey three-dimensional forms such as sculptures, models, etc.

*video*

Media used to store moving or still images, designed for use with a playback device such as a videocassette player or DVD player. Includes media used to store digitally encoded as well as analog images.

- 3.2.0.2.3 ➤ If none of the terms listed above apply to the carrier of the resource being described, record *other*.

- 3.2.0.2.4 ➤ If the media type(s) applicable to the resource being described cannot be readily ascertained, record *unspecified*.

### 3.3 CARRIER TYPE

---

#### REQUIRED ELEMENT

##### *Contents*

3.3.0 Basic instructions on recording carrier type

### 3.3.0 BASIC INSTRUCTIONS ON RECORDING CARRIER TYPE

---

##### *Contents*

3.3.0.1 Scope

3.3.0.2 Recording carrier type

#### 3.3.0.1 Scope

---

- 3.3.0.1.1  **Carrier type** reflects the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.

#### 3.3.0.2 Recording carrier type

---

- 3.3.0.2.1 ➤ Record the type(s) of carrier used to convey the content of the resource using one or more of the terms listed below. Record as many terms as are applicable to the resource being described.

## 3.3.0.2.2

**Alternative:**

If the resource being described consists of more than one carrier type, record only

- a) the carrier type that applies to the predominant part of the resource (if there is a predominant part)
- or b) the carrier types that apply to the most substantial parts of the resource (including the predominant part, if there is one)

using one or more of the terms listed below, as appropriate.

**Audio carriers**

audio cartridge  
 audio cylinder<sup>1</sup>  
 audio disc  
 audio film reel<sup>2</sup>  
 audio roll<sup>3</sup>  
 audiocassette  
 audiotape reel

**Computer carriers**

computer card  
 computer chip cartridge  
 computer disc  
 computer disc cartridge  
 computer tape cartridge  
 computer tape cassette  
 computer tape reel  
 online resource<sup>4</sup>

**Microform carriers**

aperture card  
 microfiche  
 microfiche cassette  
 microfilm cartridge  
 microfilm cassette  
 microfilm reel  
 microfilm slip  
 microopaque

**Microscopic carriers**

microscope slide

**Projected carriers**


---

<sup>1</sup> Use for wax cylinders, wire cylinders, etc.

<sup>2</sup> Use for sound-track films, whether or not they are intended to accompany visual images on film.

<sup>3</sup> Use for piano rolls, etc.

<sup>4</sup> Use for digital resources that are accessed remotely through a communications network.

film cartridge  
 film cassette  
 film reel  
 filmstrip  
 filmstrip cartridge  
 overhead transparency  
 slide<sup>5</sup>

***Stereographic carriers***

stereograph card  
 stereograph reel

***Unmediated carriers***

card  
 flipchart  
 roll  
 sheet  
 volume<sup>6</sup>

***Video carriers***

video cartridge  
 videocassette  
 videodisc  
 videotape reel

- 3.3.0.2.3 ➤ If none of the terms listed above apply to the carrier(s) of the resource being described, record *other audio carrier*, *other computer carrier*, *other microform carrier*, etc., as applicable. If none of the broader categories (i.e., audio carrier, computer carrier, etc.) apply, record *other*.
- 3.3.0.2.4 ➤ If the carrier type(s) applicable to the resource being described cannot be readily ascertained, record *unspecified*.

**3.4 EXTENT****REQUIRED ELEMENT<sup>7</sup>***Contents*

- 3.4.0 Basic instructions on recording extent  
 3.4.1 Extent of cartographic resources  
 3.4.2 Extent of notated music

<sup>5</sup> Use for photographic slides only; for slides designed to be used with a microscope use *microscope slide*.

<sup>6</sup> Use for all types of bound volumes (hardcover or soft cover), including those with spiral bindings, slide bindings, ring bindings, etc., and for one or more sheets intended to be bound together to form a single unit.

<sup>7</sup> Extent is a required element only if the resource is complete or if the total extent is known.



- 3.4.3 Extent of still images
- 3.4.4 Extent of text
- 3.4.5 Extent of three-dimensional forms
- 3.4.6 Notes on extent

### 3.4.0 BASIC INSTRUCTIONS ON RECORDING EXTENT

---

#### *Contents*

- 3.4.0.1 Scope
- 3.4.0.2 Sources of information
- 3.4.0.3 Recording extent
- 3.4.0.4 Exact number of units not readily ascertainable
- 3.4.0.5 Other terms used to designate the type of unit
- 3.4.0.6 Units and sets of units with identical content
- 3.4.0.7 Number of subunits
- 3.4.0.8 Exact number of subunits not readily ascertainable
- 3.4.0.9 Subunits in resources consisting of more than one unit
- 3.4.0.10 Resource not yet complete
- 3.4.0.11 Comprehensive description of a collection
- 3.4.0.12 Analytic description of a part

#### 3.4.0.1 Scope

---

- 3.4.0.1.1  **Extent** reflects the number of units and/or subunits making up a resource.
- 3.4.0.1.2  A **unit** is a physical or logical constituent of a resource (e.g., a volume, audiocassette, film reel, or a map or digital file).
- 3.4.0.1.3  A **subunit** is a physical or logical subdivision of a unit (e.g., a page of a volume, a frame of a microfiche, or a record in a digital file).
- 3.4.0.1.4  For instructions on recording duration (i.e., playing time, running time, performance time, etc.), see 4.12.

#### 3.4.0.2 Sources of information

---

- 3.4.0.2.1  Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the extent of the resource. If desired, take additional evidence from any source.

#### 3.4.0.3 Recording extent

---

- 3.4.0.3.1  Record the extent of the resource by giving the number of physical units and an appropriate term for the type of carrier as listed under 3.3.0.2. (For instructions on using other terms to designate the type of unit see 3.4.0.5.) If the resource consists of more than one type of carrier,

record the number of each applicable type. Specify the number of subunits, if applicable, as instructed under 3.4.0.7–3.4.0.9.

1 microfilm cassette

100 slides

2 audiotape reels

1 film reel

1 video cartridge

1 computer disc

1 online resource

**Exceptions:**

**a) Cartographic resources**

3.4.0.3.1a.1

Record the extent of a cartographic resource by giving the number of maps, etc., indicating, as appropriate, the number of sheets or segments, as instructed under 3.4.1.

1 map

3 diagrams

1 view in 3 segments

6 maps on 1 sheet

**b) Notated music**

3.4.0.3.1b.1

For a printed or manuscript resource consisting of notated music (with or without accompanying text and/or illustrations) record the extent by giving the number of scores, parts, etc., followed by the number of volumes and/or pages, etc., in parentheses, as instructed under 3.4.2.

1 score (vi, 27 pages)

1 score (viii, 278 pages)

24 parts

**c) Still images**

3.4.0.3.1c.1

For drawings, paintings, prints, photographs, etc., record the extent by giving the number of drawings, etc., as instructed under 3.4.3.1–3.4.3.3.

1 drawing

3 photographs

3.4.0.3.1c.2

For a resource consisting of one or more albums, portfolios, etc.,

containing drawings, prints, photographs, etc., record the number of albums, etc., followed by the number of drawings, etc., in parentheses, as instructed under 3.4.3.4.

1 album (86 photographs)

**d) Text**

3.4.0.3.1d.1

For a resource consisting of a single volume of printed or manuscript text (with or without accompanying illustrations), record the extent by giving the number of pages, leaves, or columns as instructed under 3.4.4.1–3.4.4.12.

327 pages

321 leaves

xvii, 323 pages

3.4.0.3.1d.2

For a resource consisting of a single sheet, portfolio, or case, record *1 sheet*, etc., as instructed under 3.4.4.13–3.4.4.14.

1 sheet

1 case

3.4.0.3.1d.3

For a resource consisting of more than one volume, sheet, portfolio, or case, record the number of volumes, etc., followed by the number of pages, etc., in parentheses, as instructed under 3.4.4.15–3.4.4.19.

2 volumes (xxxxi, 999 pages)

2 portfolios ([18] leaves; [24] leaves)

**e) Three-dimensional forms**

3.4.0.3.1e.1

Record the extent of a resource consisting of one or more three-dimensional forms by giving the number of units and an appropriate term for the form as instructed under 3.4.5.

1 sculpture

3 hand puppets

3.4.0.3.2

- If the resource being described forms only part of a unit, record the extent as instructed under 3.4.0.12.

3.4.0.3.3

- For instructions on recording the extent of a resource consisting of more than one type of carrier, see 3.1.4.

**3.4.0.4 Exact number of units not readily ascertainable**

---

3.4.0.4.1

- If the exact number of units is not readily ascertainable, record an approximate number preceded by *approximately*.

approximately 600 slides

### 3.4.0.5 Other terms used to designate the type of unit

---

- 3.4.0.5.1 ➤ Use a term in common usage to designate the type of unit
- a) if the carrier is in a newly developed format that is not yet covered in the list under 3.3.0.2
  - b) if none of the terms listed under 3.3.0.2 is appropriate
  - or c) as an alternative to a term listed under 3.3.0.2, if preferred by the agency preparing the description.

audio slide

- 3.4.0.5.2 ➤ If the units cannot be named concisely, record the number of physical units and designate them as *various pieces*. Record the details of the pieces in a note if they are considered important for identification or selection (see 3.4.6.3).

48 various pieces

- 3.4.0.5.3 ◇ *Optional omission*. If the number of units cannot be readily ascertained or approximated, omit the number.

various pieces

- 3.4.0.5.4 ➤ Record a trade name or other similar specification in a note (see 3.22.0.3).

### 3.4.0.6 Units and sets of units with identical content

---

- 3.4.0.6.1 ➤ If the units of the resource have identical content, add *identical* before the term designating the type of unit.

30 identical microscope slides

- 3.4.0.6.2 ➤ If the resource consists of multiple sets of units, and each set has identical content, record the number of sets and the number of units in each set in the form *20 identical sets of 12 microscope slides*, etc.

24 identical sets of 2 computer discs

### 3.4.0.7 Number of subunits

---

- 3.4.0.7.1 ➤ Specify the number of subunits as instructed under a)–g) below, as applicable. Record the number of subunits, in parentheses, following the term designating the type of unit.

#### a) Computer discs, cartridges, etc.

- 3.4.0.7.1a.1 If the resource consists of a file(s) in a format that parallels a print or graphic counterpart (e.g., PDF), specify the number of subunits by applying the instructions for extent of cartographic resources (see 3.4.1), notated music (see 3.4.2), still images (see 3.4.3), and/or text (see 3.4.4), as appropriate.

1 computer disc (184 remote-sensing images)

	1 computer disc (xv pages, 150 maps)
3.4.0.7.1a.2	For other types of files (e.g., audio files, video files, data files), specify the number of files using a term(s) listed under 3.20.0.4 to designate the file type.
	1 computer disc (8 audio files)
	1 computer tape (3 data files)
	1 computer disc (1 audio file, 3 video files)
3.4.0.7.1a.3	◇ <i>Optional addition.</i> For a resource consisting of a program file(s) and/or data file(s), add the number of statements and/or records, as appropriate.
	1 computer tape (3 data files: 100, 460, 550 records)
3.4.0.7.1a.4	If the number of subunits cannot be stated succinctly, record the details in a note if they are considered important for identification or selection (see 3.4.6.11).
	<b>b) Filmstrips and filmstrips</b>
3.4.0.7.1b.1	Specify the number of frames or double frames.
	1 filmstrip (28 frames)
	1 filmstrip (10 double frames)
	<b>c) Flipcharts</b>
3.4.0.7.1c.1	Specify the number of sheets.
	1 flipchart (8 sheets)
	<b>d) Microfiches</b>
3.4.0.7.1d.1	Specify the number of frames.
	1 microfiche (120 frames)
	<b>e) Online resources</b>
3.4.0.7.1e.1	If the resource consists of a file(s) in a format that parallels a print or graphic counterpart (e.g., PDF), specify the number of subunits by applying the instructions for extent of cartographic resources (see 3.4.1), notated music (see 3.4.2), still images (see 3.4.3), and/or text (see 3.4.4), as appropriate.
	1 online resource (68 pages)
	1 online resource (3 scores)
	1 online resource (36 photographs)

3.4.0.7.1e.2	For other types of files (e.g., audio files, video files, data files), specify the number of files using a term(s) listed under 3.20.0.4 to designate the file type.
	1 online resource (2 video files)
	1 online resource (1 program file)
	1 online resource (2 audio files, 1 video file)
3.4.0.7.1e.3	◇ <i>Optional addition.</i> For a resource consisting of a program file(s) and/or data file(s), add the number of statements and/or records, as appropriate.
	1 online resource (1 program file: 96 statements)
3.4.0.7.1e.4	If the number of subunits cannot be stated succinctly, record the details in a note if they are considered important for identification or selection (see 3.4.6.11).
	<b>f) Overhead transparencies</b>
3.4.0.7.1f.1	Specify the number of overlays or attached overlays.
	1 overhead transparency (5 overlays)
	1 overhead transparency (5 attached overlays)
	<b>g) Stereographs</b>
3.4.0.7.1g.1	Specify the number of pairs of frames.
	1 stereograph reel (7 pairs of frames)
<b>3.4.0.8</b>	<b>Exact number of subunits not readily ascertainable</b>
3.4.0.8.1	➤ If the subunits are unnumbered and their number cannot be readily ascertained, give an approximate number.
	1 filmstrip (approximately 100 frames)
<b>3.4.0.9</b>	<b>Subunits in resources consisting of more than one unit</b>
3.4.0.9.1	➤ If the resource consists of more than one unit, each containing the same number of subunits, specify the number of subunits in each unit as instructed under 3.4.0.7 followed by <i>each</i> .
	4 filmstrips (50 double frames each)
	2 flipcharts (30 sheets each)
	3 microfiches (120 frames each)

- 3.4.0.9.2 ➤ If the number of subunits in each unit is approximately the same, specify the approximate number of subunits in each unit as instructed under 3.4.0.8 followed by *each*.

3 overhead transparencies (approximately 10 overlays each)

- 3.4.0.9.3 ➤ If the number of subunits in each unit is not the same (or approximately the same), specify the total number of subunits as instructed under 3.4.0.7, or approximate total number of subunits as instructed under 3.4.0.8, as applicable.

2 overhead transparencies (20 overlays)

2 microfiches (147 frames)

- 3.4.0.9.4 ◇ *Optional omission.* Record the number of units, omitting the total number of subunits.

4 filmstrips

### 3.4.0.10 Resource not yet complete

---

- 3.4.0.10.1 ➤ When preparing a comprehensive description for a resource that is not yet complete (or if the total number of units issued is unknown), record the term designating the type of unit without the number.

microscope slides

volumes

***Alternative:***

- 3.4.0.10.2 Do not record extent for a resource that is not yet complete (or if the total number of units issued is unknown).

- 3.4.0.10.3 ◇ *Optional addition.* When the resource is complete (or if the total number of units issued is known), add the number of units.

84 microscope slides

6 volumes

- 3.4.0.10.4 ➤ If the resource is in a loose-leaf format, add *loose-leaf*, in parentheses, following the term designating the type of unit.

volumes (loose-leaf)

1 volume (loose-leaf)

3 volumes (loose-leaf)

- 3.4.0.10.5 ➤ If the resource was planned to be in more than one unit, but not all have been issued and it appears that the resource will not be continued, describe the incomplete set as appropriate (i.e., record the number of

units). Make a note to the effect that no more units have been issued (see 3.4.6.4).

### 3.4.0.11 Comprehensive description of a collection

---

- 3.4.0.11.1 ➤ When describing a collection as a whole, record the extent using whichever of the following methods is appropriate to the nature of the collection and the purpose of the description.

#### a) Number of items, containers, or volumes

- 3.4.0.11.1a.1 Record the extent by giving the number or approximate number of items,<sup>8</sup> or the number of containers or volumes in the collection.

123 items

approximately 400 items

6 volumes

- 3.4.0.11.1a.2 ◇ *Optional addition.* If the number of volumes or containers is recorded, specify the number or approximate number of items.

3 volumes (183 items)

#### b) Storage space

- 3.4.0.11.1b.1 Record the extent by giving the amount of storage space occupied by the collection in metric measurements.

10 m

1 m<sup>3</sup>

#### **Alternative:**

- 3.4.0.11.1b.2 Record the amount of storage space occupied by the collection in the system of measure preferred by the agency preparing the description. Abbreviate terms for units of measurement in accordance with the instructions in appendix B, as applicable.

40 linear ft.

10 cubic ft.

- 3.4.0.11.1b.3 ◇ *Optional addition.* Specify the number or approximate number of containers or volumes and/or items.

10 m (approximately 2250 items)

1.8 m (75 volumes)

3.6 m (2,400 folders)

---

<sup>8</sup> *Item* here means a separate entity. For example, a letter with several leaves and an enclosure may be counted as one item.



1.5 m (30 items bound, 37 items unbound)

0.6 m (approximately 70 items, 12 bound)

3 m (12 boxes)

4.5 m (12 boxes, approximately 1000 items)

26.7 m (150 boxes, 109 oversize folders)

10 cm (1 box, 1 oversize folder)

**c) Collection consisting of more than one type of carrier**

3.4.0.11.1c.1

Record the extent of a collection consisting of more than one type of carrier either as instructed in a) or b) above, or following the instructions in 3.1.4.

3.6 m of textual materials

68 photographs

16 architectural drawings

**3.4.0.12 Analytic description of a part**

---

3.4.0.12.1

- When preparing an analytic description for a part of a larger resource, record the extent of the part using one or other of the following methods.

**a) Number of units and/or subunits in the part**

3.4.0.12.1a.1

Record the extent of the part as instructed under 3.4.0.3–3.4.0.10, giving the number of units and/or number of subunits as appropriate.

310 pages

68 frames

**b) Location of the part within the larger resource**

3.4.0.12.1b.1

Record the position of the part within the larger resource, indicating the specific unit or subunit in which the part is located if the unit or subunit is numbered as part of a continuous sequence of numbering for the larger resource.

pages 210–450

leaves 51–71

on side 1 of 1 audio disc

on reel 1 of 2 film reels

on cassette 3 of 4 microfilm cassettes

### 3.4.1 EXTENT OF CARTOGRAPHIC RESOURCES

---

#### REQUIRED ELEMENT<sup>9</sup>

##### *Contents*

- 3.4.1.0 Application
- 3.4.1.1 Recording extent of a cartographic resource
- 3.4.1.2 More than one map, etc., on one or more sheets
- 3.4.1.3 Maps, etc., presented in more than one segment
- 3.4.1.4 Atlases

#### 3.4.1.0 Application

---

- 3.4.1.0.1 ➤ Follow the instructions given under 3.4.1.1–3.4.1.4 when recording the extent of a cartographic resource, irrespective of the type of carrier.

#### 3.4.1.1 Recording extent of a cartographic resource

---

- 3.4.1.1.1 ➤ Record the extent of the resource by giving the number of units and an appropriate term from the list below. If the resource consists of more than one type of unit, record the number of each applicable type.

atlas  
 diagram  
 globe  
 map  
 model  
 profile  
 remote-sensing image  
 section  
 view

1 map

3 diagrams

1 globe

1 model

- 3.4.1.1.2 ➤ If the exact number of units is not readily ascertainable, give an estimated number preceded by *approximately*.

approximately 800 maps

- 3.4.1.1.3 ➤ If none of the terms listed above is appropriate, use an appropriate term

---

<sup>9</sup> Extent is a required element for cartographic resources only if the resource is complete or if the total extent is known.

preferably taken from the lists under 3.4.3.1 and 3.4.5.1.

7 wall charts

52 playing cards

- 3.4.1.1.4 ➤ Follow the additional basic instructions given under 3.4.0 for units or sets of units with identical content (see 3.4.0.6), a resource that is not yet complete (see 3.4.0.10), comprehensive description of a collection (see 3.4.0.11), and analytic description of a part (see 3.4.0.12), as applicable.

### **3.4.1.2 More than one map, etc., on one or more sheets**

---

- 3.4.1.2.1 ➤ If the resource consists of two or more sheets each containing a single map, etc., record the extent as instructed under 3.4.1.1.
- 3.4.1.2.2 ➤ If the resource consists of more than one map, etc., on one or more sheets, and the number of maps, etc., differs from the number of sheets, record the number of maps, etc., and specify the number of sheets.

6 maps on 1 sheet

8 sections on 3 sheets

### **3.4.1.3 Maps, etc., presented in more than one segment**

---

- 3.4.1.3.1 ➤ If the map, etc., is presented in more than one segment designed to fit together to form one or more maps, etc., and all the segments are on a single sheet, record the number of complete maps, etc., followed by *in* and the number of segments. If the segments are not all on one sheet, record the number of complete maps, etc., followed by *on* and the number of sheets.

1 section in 4 segments

2 views in 6 segments

1 map on 4 sheets

### **3.4.1.4 Atlases**

---

- 3.4.1.4.1 ➤ Specify the number of volumes and/or pages, etc., in an atlas as instructed under 3.4.4.

1 atlas (3 volumes)

1 atlas (xvii, 37 pages, 74 leaves of plates)

1 atlas (1 volume (various pagings))

## 3.4.2 EXTENT OF NOTATED MUSIC

---

### REQUIRED ELEMENT<sup>10</sup>

#### *Contents*

- 3.4.2.0 Application
- 3.4.2.1 Scores and parts
- 3.4.2.2 Other notated music formats

### 3.4.2.0 Application

---

- 3.4.2.0.1 ➤ Follow the instructions given under 3.4.2.1–3.4.2.2 when recording the extent of a printed or manuscript resource consisting of notated music (with or without accompanying text and/or illustrations).
- 3.4.2.0.2 ➤ Apply the instructions given under 3.4.2.1–3.4.2.2, if desired, as an alternative means of specifying the number of subunits in a resource of any carrier type in which notated music is presented in a format that parallels that of a printed or manuscript resource (e.g., a microform reproduction of sheet music, a digital score in PDF).
- 3.4.2.0.3 ➤ For resources consisting of notated music in other media (e.g., microforms), follow the basic instructions given under 3.4.0.

### 3.4.2.1 Scores and parts

---

- 3.4.2.1.1 ➤ Record the extent of a resource consisting of a score(s) and/or part(s) by giving the number of scores and/or parts and an appropriate term from the list below. If the resource consists of more than one type of score and/or part, record the number of each applicable type in the order listed.
  - score
  - condensed score
  - close score
  - piano [violin, etc.] conductor part
  - vocal score
  - piano score
  - chorus score
  - part
- 3.4.2.1.2 ➤ Specify the number of volumes and/or pages, leaves, or columns as instructed under 3.4.4, in parentheses, following the term designating the type of unit.
  - 1 score (38 leaves)

---

<sup>10</sup> Extent is a required element for notated music resources only if the resource is complete or if the total extent is known.

1 vocal score (x, 190 pages)  
 1 close score (2 volumes)  
 1 score (23 pages)  
 1 piano conductor part (8 pages)

**Exceptions:****a) Resource containing a set of parts**

3.4.2.1.2a.1 If the resource contains a set of parts, record the number of parts but omit the number of volumes and/or pages, leaves, or columns applicable to the parts.

1 score (viii, 278 pages)  
 24 parts

**b) Resource consisting of a score and part(s) in a single physical unit**

3.4.2.1.2b.1 If the resource consists of both a score and part(s) in a single physical unit, record the extent in the form *1 score and 4 parts*, etc., followed by the number of pages, leaves, or columns, in parentheses.

1 score and 1 part (5 pages)  
 (Part printed on page 5)

1 score and 3 parts (19 pages)  
 (Parts printed on pages 11-19)

**Alternative:**

3.4.2.1.2b.2 Record the extent as *1 score* and make a note on the parts if considered important for identification or selection (see 3.4.6.5).

- 3.4.2.1.3 ➤ Follow the additional basic instructions given under 3.4.0 for units or sets of units with identical content (see 3.4.0.6), a resource that is not yet complete (see 3.4.0.10), comprehensive description of a collection (see 3.4.0.11), and analytic description of a part (see 3.4.0.12), as applicable.

**3.4.2.2 Other notated music formats**

- 3.4.2.2.1 ➤ For resources other than scores and parts (e.g., choir books, table books, sheet music), record the extent by giving the number of units and an appropriate specific term. Specify the number of volumes and/or pages, leaves, or columns as instructed under 3.4.4, in parentheses, following the term designating the type of unit.

1 choir book (240 pages)

1 table book ([50 pages])

- 3.4.2.2.2 ➤ If there is no appropriate specific term, record the extent in the form 2

*volumes of music, 14 pages of music, etc.*

55 pages of music

- 3.4.2.2.3 ➤ Follow the additional basic instructions given under 3.4.0 for units or sets of units with identical content (see 3.4.0.6), a resource that is not yet complete (see 3.4.0.10), comprehensive description of a collection (see 3.4.0.11), and analytic description of a part (see 3.4.0.12), as applicable.

### **3.4.3 EXTENT OF STILL IMAGES**

---

#### **REQUIRED ELEMENT<sup>11</sup>**

##### *Contents*

- 3.4.3.0 Application
- 3.4.3.1 Recording extent of still images
- 3.4.3.2 More than one image on one or more carriers
- 3.4.3.3 One image spanning more than one carrier
- 3.4.3.4 Albums, portfolios, etc.

#### **3.4.3.0 Application**

---

- 3.4.3.0.1 ➤ Follow the instructions given under 3.4.3.1–3.4.3.4 when recording the extent of a resource consisting of one or more still images in the form of drawings, paintings, prints, photographs, etc.
- 3.4.3.0.2 ➤ Apply the instructions given under 3.4.3.1–3.4.3.4, if desired, as an alternative means of specifying the number of subunits in a resource of any carrier type in which one or more still images are presented in a format that parallels that of a drawing, painting, print, photograph, etc. (e.g., a slide reproduction of painting, a digital photo in a JPEG format).
- 3.4.3.0.3 ➤ For resources consisting of still images in other media (e.g., slides or transparencies), follow the basic instructions given under 3.4.0.
- 3.4.3.0.4 ➤ For maps and other cartographic resources in the form of still images, follow the instructions given under 3.4.1.

#### **3.4.3.1 Recording extent of still images**

---

- 3.4.3.1.1 ➤ Record the extent of a resource consisting of one or more still images by giving the number of units and an appropriate term from the list below. If the resource consists of more than one type of unit, record the number of each applicable type.
- activity card
  - chart
  - collage

---

<sup>11</sup> Extent is a required element for still image resources only if the resource is complete or if the total extent is known.

drawing  
 flash card  
 icon  
 painting  
 photograph  
 picture  
 postcard  
 poster  
 print  
 radiograph  
 study print  
 technical drawing  
 wall chart

1 drawing

3 wall charts

- 3.4.3.1.2 ➤ If the exact number of units is not readily ascertainable, give an estimated number preceded by *approximately*.

approximately 1,000 photographs

- 3.4.3.1.3 ➤ If none of the terms listed above is appropriate, use a term designating the type of unit as concisely as possible.

7 flannel board pieces

- 3.4.3.1.4 ➤ Follow the additional basic instructions given under 3.4.0 for units or sets of units with identical content (see 3.4.0.6), a resource that is not yet complete (see 3.4.0.10), comprehensive description of a collection (see 3.4.0.11), and analytic description of a part (see 3.4.0.12), as applicable.

### **3.4.3.2 More than one image on one or more carriers**

---

- 3.4.3.2.1 ➤ If the resource consists of two or more carriers each containing a single image, record the extent as instructed under 3.4.3.1.

- 3.4.3.2.2 ➤ If the resource consists of more than one image on one or more carriers, and the number of images differs from the number of carriers, record the number of images and specify the number of carriers.

2 drawings on 1 sheet

### **3.4.3.3 One image spanning more than one carrier**

---

- 3.4.3.3.1 ➤ If the resource consists of one image spanning more than one carrier, record *1 drawing*, etc., and specify the number of carriers.

1 print on 24 sheets

**3.4.3.4 Albums, portfolios, etc.**

---

- 3.4.3.4.1 ➤ For a resource consisting of one or more albums, portfolios, cases, etc., containing drawings, prints, photographs, etc., record the extent by giving the number of units and an appropriate term for the type of unit.

1 portfolio

2 sketchbooks

- 3.4.3.4.2 ◇ *Optional addition.* Specify the number of drawings, etc., in parentheses, following the term designating the type of unit, using an appropriate term(s) from the list under 3.4.3.1.

1 portfolio (40 prints)

**3.4.4 EXTENT OF TEXT**

---

**REQUIRED ELEMENT<sup>12</sup>***Contents*

## 3.4.4.0 Application

*Resource consisting of a single unit*

## 3.4.4.1 Single volume

## 3.4.4.2 Unnumbered pages, leaves, or columns

## 3.4.4.3 Change in form of numbering within a sequence

## 3.4.4.4 Misleading numbering

## 3.4.4.5 Incomplete item

## 3.4.4.6 Pages, etc., numbered as part of a larger sequence

## 3.4.4.7 Complicated or irregular paging

## 3.4.4.8 Leaves or pages of plates

## 3.4.4.9 Folded leaves or pages

## 3.4.4.10 Double leaves

## 3.4.4.11 Duplicated paging

## 3.4.4.12 Pages numbered in opposite directions

## 3.4.4.13 Single sheet

## 3.4.4.14 Single portfolio or case

*Resource consisting of more than one unit*

## 3.4.4.15 More than one volume

## 3.4.4.16 Continuously paged volumes

## 3.4.4.17 Individually paged volumes

## 3.4.4.18 More than one sheet

## 3.4.4.19 More than one portfolio or case

## 3.4.4.20 Units and sets of units with identical content

---

<sup>12</sup> Extent is a required element for text resources only if the resource is complete or if the total extent is known.



**3.4.4.0 Application**

---

- 3.4.4.0.1 ➤ Follow the instructions given under 3.4.4.1–3.4.4.19 when recording the extent of a resource consisting of one or more volumes, sheets, portfolios, or cases containing printed or manuscript text, with or without accompanying illustrations.
- 3.4.4.0.2 ➤ Apply the instructions given under 3.4.4.1–3.4.4.19 also when specifying the number of subunits in an atlas (see 3.4.1.4), in a score and/or part(s) (see 3.4.2.1), or in another notated music format (see 3.4.2.2).
- 3.4.4.0.3 ➤ Apply the instructions given under 3.4.4.1–3.4.4.19, if desired, as an alternative means of specifying the number of subunits in a resource of any carrier type in which text is presented in a format that parallels that of a printed or manuscript volume(s), sheet(s), portfolio(s), or case(s) (e.g., a microform reproduction of an atlas, a digital text in PDF).
- 3.4.4.0.4 ➤ For resources consisting of text in other media (e.g., microforms), follow the basic instructions given under 3.4.0.

**RESOURCE CONSISTING OF A SINGLE UNIT**

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**3.4.4.1 Single volume**

---

- 3.4.4.1.1 ➤ For a resource consisting of a single volume, record the extent in terms of pages, leaves, or columns as appropriate to the presentation used in the resource, applying the following general guidelines:
- a) if the volume consists of leaves bearing text, images, etc., on both sides, record the number of pages
  - b) if the volume consists of leaves bearing text, images, etc., on only one side, record the number of leaves
  - c) if the volume consists of pages with more than one column to a page and is numbered in columns, record the number of columns
  - d) if the volume consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence<sup>13</sup>
  - e) if the volume consists of leaves, pages, or columns without numbering, record either the number of leaves or the number of pages, but not both.

**Exception:**

- 3.4.4.1.2 For **early printed resources**, record each sequence of leaves, pages, or columns in the terms and form presented. If the resource is printed in pages but numbered as leaves, record the numbering as leaves. If required, record more precise information about pagination, blank leaves, or other aspects of collation, by *either* expanding the extent (if this can be done succinctly) *or* making a note (see 3.4.6.9).

---

<sup>13</sup> A sequence of pages or leaves is: (1) a separately numbered group of pages, leaves, etc.; (2) an unnumbered group of pages, etc., that stands apart from other groups in the publication; or (3) a number of pages or leaves of plates distributed throughout the publication.

- 3.4.4.1.3 ➤ Record the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the resource. Record the last numbered page, leaf, or column in each sequence and follow it with the appropriate term.

327 pages

321 leaves

381 columns

xvii, 323 pages

27 pages, 300 leaves

**Exception:**

- 3.4.4.1.4 For complicated or irregular paging, follow the instructions given under 3.4.4.7.

- 3.4.4.1.5 ➤ Record pages, etc., that are lettered inclusively in the form *A-K pages*, *a-d leaves*, etc.

A-Z pages

(*Pages lettered: A-Z*)

- 3.4.4.1.6 ➤ Record pages, etc., that are numbered in words by giving the numeric equivalent.

32 pages

(*Pages numbered in words*)

- 3.4.4.1.7 ➤ Follow the additional instructions given under 3.4.4.2–3.4.4.12 as applicable to the resource being described.

### 3.4.4.2 Unnumbered pages, leaves, or columns

---

- 3.4.4.2.1 ➤ If the resource consists entirely of unnumbered pages, leaves, or columns, record the number of pages, leaves, or columns using one of the following methods:
- a) record the exact number of pages, leaves, or columns, enclosed in square brackets, if readily ascertainable
 

[93] pages
  - b) if the number is not readily ascertainable, record an estimated number of pages, leaves, or columns preceded by *approximately*, without square brackets
 

approximately 600 pages
  - c) record *1 volume (unpaged)*.
 

1 volume (unpaged)

- 3.4.4.2.2 ➤ If the resource consists of both numbered and unnumbered sequences of pages, leaves, or columns, disregard the unnumbered sequences, unless
- a) an unnumbered sequence constitutes a substantial part of the resource (see also 3.4.4.7)
  - or b) an unnumbered sequence includes pages, etc., that are referred to in a note.

**Exception:**

- 3.4.4.2.3 For **early printed resources**, record all unnumbered sequences of pages, leaves, or columns.

- 3.4.4.2.4 ➤ When recording a sequence of unnumbered pages, etc., record
- either* a) the exact number enclosed in square brackets (if the number is readily ascertainable)
  - or b) an estimated number preceded by *approximately*, without square brackets
  - or c) *unnumbered sequence of pages*, etc.

33, [31] leaves

*(Unnumbered sequence constitutes substantial part; exact number of leaves ascertainable)*

8, vii, approximately 300, 73 pages

*(Unnumbered sequence constitutes substantial part; number of pages estimated)*

27 pages, unnumbered sequence of leaves

*(Numbered pages and a sequence of unnumbered leaves)*

[8], 155 pages

*(Bibliography referred to in a note appears on 6<sup>th</sup> preliminary page)*

- 3.4.4.2.5 ➤ Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.).

**Exception:**

- 3.4.4.2.6 For **early printed resources**, record information about advertising, blank pages, etc., by *either* expanding the extent (if this can be done succinctly) *or* making a note (see 3.4.6.9).

40 leaves, [8] pages

### 3.4.4.3 Change in form of numbering within a sequence

---

- 3.4.4.3.1 ➤ If the form of numbering within a sequence changes (e.g., from roman to arabic numerals), ignore the numbering of the first part of the sequence.

176 pages

*(Pages numbered: i-xii, 13-176)*

**Exception:**

- 3.4.4.3.2 For **early printed resources**, record the numbering in the form presented.

xii, [1], 14-176 pages  
*(First twelve pages of the sequence numbered in lowercase roman numerals, followed by one unnumbered page, followed by remainder of the sequence numbered in arabic numerals)*

#### 3.4.4.4 Misleading numbering

---

- 3.4.4.4.1 ➤ If the numbering on the last page, leaf, or column of a sequence does not represent the total number of pages, leaves, or columns in that sequence, let it stand uncorrected unless it gives a completely false impression of the extent of the resource (e.g., when only alternate pages are numbered or when the number on the last page, leaf, or column of the sequence is misprinted).
- 3.4.4.4.2 ➤ When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by *i.e.* and the correct number in square brackets.

48 [i.e. 96] pages

329 [i.e. 392] pages

#### 3.4.4.5 Incomplete item

---

- 3.4.4.5.1 ➤ If the last part of the volume is missing and the extent of the complete volume cannot be ascertained, record the number of the last numbered page, leaf, or column using the appropriate term and add (*incomplete*). Make a note of the imperfection (see 3.23).

xxiv, 179 pages (*incomplete*)

- 3.4.4.5.2 ➤ If pages or leaves appear to be missing from both the first and last part of the item, record the first and last numbers of the pages, leaves, or columns preceded by the appropriate term. Make a note of the imperfection (see 3.23).

leaves 81-149

#### 3.4.4.6 Pages, etc., numbered as part of a larger sequence

---

- 3.4.4.6.1 ➤ If the pages, etc., are numbered as part of a larger sequence (e.g., as part of the continuous paging for a multivolume resource), record the first and last numbers of the pages, etc., preceded by the appropriate term.

pages 713-797

- 3.4.4.6.2 ➤ If the resource has pagination of its own as well as pagination forming part of a larger sequence, record the pagination for the individual resource. Make a note on pagination forming part of the larger sequence (see 3.4.6.6).

328 pages  
(Pages also numbered as part of larger resource: 501-828)

### 3.4.4.7 Complicated or irregular paging

---

- 3.4.4.7.1 ➤ If the resource has complicated or irregular paging, record the number of pages, leaves, or columns using one of the following methods:
- a) record the total number of pages, leaves, or columns (excluding those that are blank or contain advertising or other inessential matter) followed by *in various pagings*, *in various foliations*, or *in various numberings*, as appropriate
 

1000 pages in various pagings

256 leaves in various foliations

1283 columns in various numberings
  - b) record the number of pages, leaves, or columns in the main sequences of the pagination and add the total number, in square brackets, of the remaining variously numbered sequences
 

560, 223, [217] pages  
(Resource with 1000 pages in various pagings)

366, 98, [99] pages
  - c) record *1 volume (various pagings)*.
 

1 volume (various pagings)  
(Resource with 1000 pages in various pagings)

**Exception:**

- 3.4.4.7.2 For **early printed resources**, record the paging in the form presented.

[12], 74, [32] leaves, 62 columns, [9] pages

### 3.4.4.8 Leaves or pages of plates

---

- 3.4.4.8.1 ➤ Record the number of leaves or pages of plates at the end of the sequence(s) of pagination, etc., whether the plates are found together or distributed throughout the resource, or even if there is only one plate. If the numbering of the leaves or pages of plates is complex or irregular, follow the instructions given under 3.4.4.7.
- 246 pages, 32 pages of plates
- xvi, 249 pages, [12] leaves of plates
- x, 32, 73 pages, [1] leaf of plates
- xii, 24 pages, 212, [43] leaves of plates

- 3.4.4.8.2 ➤ If the resource contains both leaves and pages of plates, record the number in terms of whichever is predominant.

323 pages, [19] pages of plates  
(Contains 16 pages and 3 leaves of plates)

**Exception:**

- 3.4.4.8.3 For **early printed resources**, if the leaves and pages of plates are numbered, record each sequence of leaves and pages of plates in the appropriate terms.

246 pages, 38 leaves of plates, 24 pages of plates

### 3.4.4.9 Folded leaves or pages

---

- 3.4.4.9.1 ➤ Describe folded leaves and folded pages as such.

122 folded leaves

230 pages, 25 leaves of plates (some folded)

25 folded leaves of plates

**Exception:**

- 3.4.4.9.2 For **scores, parts, etc.**, when specifying the number of leaves (see 3.4.2.1), describe folded leaves simply as *leaves*.

### 3.4.4.10 Double leaves

---

- 3.4.4.10.1 ➤ If numbered pages, leaves, or columns are presented on a double leaf (e.g., books in the traditional oriental format), record them as pages, leaves, or columns according to their numbering. If they are unnumbered, count each double leaf as two pages.

### 3.4.4.11 Duplicated paging

---

- 3.4.4.11.1 ➤ If the paging is duplicated, as is sometimes the case with books having parallel texts, record both pagings and make an explanatory note (see 3.4.6.7).

xii, 35, 35 pages

xi, EN185, FR189

(*Bilingual dictionary with English to French terms followed by French to English terms separately paged*)

### 3.4.4.12 Pages numbered in opposite directions

---

- 3.4.4.12.1 ➤ If the resource has groups of pages numbered in opposite directions, as is sometimes the case with books having texts in two languages, record the pagings of the various sections in order, starting from the title page

selected for the description.

iv, 127, 135, vii pages  
(Text in English and French on inverted pages; English title page selected)

ix, 155, 126, x pages  
(Text in English and Hebrew; English title page selected)

### 3.4.4.13 Single sheet

---

- 3.4.4.13.1 ➤ Record the extent of a resource consisting of a single sheet as *1 sheet*.

1 sheet

- 3.4.4.13.2 ➤ If the sheet is designed to be read in pages when folded, record the extent as *1 folded sheet* followed by the number of imposed pages, in parentheses.

1 folded sheet (8 pages)

#### **Exceptions:**

##### **a) Notated music**

- 3.4.4.13.2a.1 When specifying the number of pages or leaves in a resource consisting of notated music on a single sheet, record only the number of imposed pages, omitting *1 folded sheet*.

##### **b) Early printed resources**

- 3.4.4.13.2b.1 For an early printed resource consisting of a single sheet folded into multiple panels, include a count of the number of physical panels on one side of the sheet when unfolded, in parentheses. Include both blank panels and panels containing text, illustrations, etc., in the count. Provide details of the sheet's layout (including the numbering of the panels) in a note if desired (see 3.4.6.9).

1 folded sheet (16 panels)

### 3.4.4.14 Single portfolio or case

---

- 3.4.4.14.1 ➤ Record the extent of a resource consisting of one or more sheets, etc. housed in a single portfolio or case as *1 portfolio* or *1 case*, as appropriate.

1 portfolio

- 3.4.4.14.2 ◇ *Optional addition.* Specify the number of pages, leaves, or columns as instructed under 3.4.4.1–3.4.4.12, in parentheses.

1 portfolio (24 leaves)

### **RESOURCE CONSISTING OF MORE THAN ONE UNIT**

---

**3.4.4.15 More than one volume**

---

- 3.4.4.15.1 ➤ If the resource consists of more than one volume, record the extent by giving the number of volumes and the term *volumes*.

3 volumes

**Exceptions:****a) Serials**

- 3.4.4.15.1a.1 For serials, record the extent by giving the number of bibliographic volumes as reflected in the numbering of the serial (see 2.6).

**b) Resource not yet complete**

- 3.4.4.15.1b.1 If the resource is not yet complete (or if the total number of volumes to be issued is unknown), follow the instructions given under 3.4.0.10.

**3.4.4.16 Continuously paged volumes**

---

- 3.4.4.16.1 ➤ If the volumes are continuously paged, specify the number of pages, leaves, or columns as instructed under 3.4.4.1–3.4.4.12, in parentheses, following the term designating the type of unit. Ignore separately paged sequences of preliminary matter in volumes other than the first.

2 volumes (xxxxi, 999 pages)

3 volumes (xx, 800 pages)  
(*Pages numbered:* i-xx, 1-201; i-xx, 202-513; i-xxi, 514-800)

- 3.4.4.16.2 ◇ *Optional omission.* For a resource issued in successive parts, omit the number of pages, etc. See also 3.4.0.10.

**3.4.4.17 Individually paged volumes**

---

- 3.4.4.17.1 ➤ If the volumes are individually paged, record the number of volumes and omit the pagination.
- 3.4.4.17.2 ◇ *Optional addition.* Specify the number of pages, leaves, or columns in each volume as instructed under 3.4.4.1–3.4.4.12, in parentheses, following the term designating the type of unit.

2 volumes (xvi, 329; xx, 412 pages)

**3.4.4.18 More than one sheet**

---

- 3.4.4.18.1 ➤ If the resource consists of more than one sheet, record the extent by giving the number of sheets and the term *sheets*.

3 sheets



**3.4.4.19 More than one portfolio or case**

---

- 3.4.4.19.1 ➤ If the resource consists of more than one portfolio or case, record the extent by giving the number of units and *portfolios* or *cases*, as appropriate.

4 cases

- 3.4.4.19.2 ◇ *Optional addition.* Specify the number of pages, leaves, or columns in each portfolio or case as instructed under 3.4.4.1–3.4.4.12, in parentheses, following the term designating the type of unit.

2 portfolios (iv pages, 16 leaves and iii pages, 20 leaves)

**3.4.4.20 Units and sets of units with identical content**

---

- 3.4.4.20.1 ➤ For a resource consisting of units or sets of units with identical content, follow the basic instructions given under 3.4.0.6.

**3.4.5 EXTENT OF THREE-DIMENSIONAL FORMS**

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**REQUIRED ELEMENT<sup>14</sup>***Contents*

- 3.4.5.0 Application
- 3.4.5.1 Recording extent of three-dimensional forms
- 3.4.5.2 Number of subunits

**3.4.5.0 Application**

---

- 3.4.5.0.1 ➤ Follow the instructions given under 3.4.5.1–3.4.5.2 when recording the extent of a resource consisting of one or more three-dimensional forms.
- 3.4.5.0.2 ➤ For globes and other cartographic resources in three-dimensional form, follow the instructions given under 3.4.1.

**3.4.5.1 Recording extent of three-dimensional forms**

---

- 3.4.5.1.1 ➤ Record the extent of a resource consisting of one or more three-dimensional forms by giving the number of units and an appropriate term from the list below. If the resource consists of more than one type of unit, record the number of each applicable type.

coin  
diorama  
exhibit

---

<sup>14</sup> Extent is a required element for three-dimensional resources only if the resource is complete or if the total extent is known.

game  
jigsaw puzzle  
medal  
mock-up  
model  
sculpture  
specimen  
toy

- 3.4.5.1.2 ➤ If the exact number of units is not readily ascertainable, give an estimated number preceded by *approximately*.

approximately 400 specimens

- 3.4.5.1.3 ➤ If none of the terms listed above is appropriate, use a term designating the type of unit as concisely as possible.

2 feather headbands  
1 pair beaded moccasins

3 quilts

- 3.4.5.1.4 ➤ Follow the additional basic instructions given under 3.4.0 for units or sets of units with identical content (see 3.4.0.6), a resource that is not yet complete (see 3.4.0.10), comprehensive description of a collection (see 3.4.0.11), and analytic description of a part (see 3.4.0.12), as applicable.

### 3.4.5.2 Number of subunits

---

- 3.4.5.2.1 ➤ When appropriate, specify the number and type(s) of the component pieces, in parentheses, following the term designating the type of unit.

1 jigsaw puzzle (1,000 pieces)

1 game (1 board, 50 cards, 5 role cards, 2 dice)

- 3.4.5.2.2 ➤ If the pieces cannot be named concisely or if their number cannot be readily ascertained, record *various pieces*.

2 games (various pieces)

- 3.4.5.2.3 ◇ *Optional addition*. Record the details of the pieces in a note (see 3.4.6.3).

### 3.4.6 NOTES ON EXTENT

---

#### OPTIONAL ELEMENT

#### *Contents*

- 3.4.6.1 Scope  
3.4.6.2 Sources of information

- 3.4.6.3 Describing various pieces
- 3.4.6.4 Resource issued in more than one unit not to be continued
- 3.4.6.5 Score and parts in a single physical unit
- 3.4.6.6 Pagination forming part of a larger sequence
- 3.4.6.7 Duplicated paging
- 3.4.6.8 Number of bibliographic volumes differing from number of physical volumes
- 3.4.6.9 Early printed resources
- 3.4.6.10 Resource containing both text, still images, etc., and sound and/or moving images
- 3.4.6.11 Other details of extent

### 3.4.6.1 Scope

---

- A **note on extent** is a note providing additional information on the extent of a resource not recorded formally as part of the extent element.

### 3.4.6.2 Sources of information

---

- 3.4.6.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on the extent of the resource. If desired, take additional evidence from any source.

### 3.4.6.3 Describing various pieces

---

- 3.4.6.3.1 ➤ When the units or subunits in the resource are recorded in the extent element as *various pieces* (see 3.1.4.1c, 3.4.0.5, and 3.4.5.2), make a note providing a description of the pieces if considered important for identification or selection.

Includes headdress, beaded shirt, trousers, and moccasins

Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel

### 3.4.6.4 Resource issued in more than one unit not to be continued

---

- 3.4.6.4.1 ➤ Make a note if not all units of a resource issued in more than one unit have been issued and it appears that resource will not be continued (see 3.4.0.10).

No more published

### 3.4.6.5 Score and parts in a single physical unit

---

- 3.4.6.5.1 ➤ Make a note giving the number of parts included in a single physical unit with a score if the information is considered important for identification or selection but is not recorded formally as part of the extent element

(see the exception under 3.4.2.1 for a resource consisting of a score and part(s) in a single physical unit).

Includes 4 parts

### 3.4.6.6 **Pagination forming part of a larger sequence**

---

- 3.4.6.6.1 ➤ Make a note giving the pagination of a larger work if the volume bears such pagination in addition to the pagination for the individual volume, etc., recorded in the extent element (see 3.4.4.6).

Pages also numbered 501-828

### 3.4.6.7 **Duplicated paging**

---

- 3.4.6.7.1 ➤ Make a note explaining duplicated paging recorded in the extent element (see 3.4.4.11).

Opposite pages bear duplicate numbering

English to French terms followed by French to English terms separately paged

### 3.4.6.8 **Number of bibliographic volumes differing from number of physical volumes**

---

- 3.4.6.8.1 ➤ If the number of bibliographic volumes differs from the number of physical volumes, make a note indicating the number of bibliographic volumes.

8 bibliographic volumes in 5 physical volumes  
(Extent recorded as 5 volumes)

**Exception:**

For *serials*, record the extent by giving the number of bibliographic volumes (see 3.4.4.15). If considered important for identification or selection, make a note on the number of physical volumes in the specific copy or instance of the resource that is being described following the instructions on item-specific carrier characteristics given under 3.23.0.

### 3.4.6.9 **Early printed resources**

---

- 3.4.6.9.1 ➤ For early printed resources, make notes giving details on pagination not recorded formally as part of the extent element (see 3.4.4.1-3.4.4.12), or on aspects of collation, the layout of sheets, etc., if they are considered important for identification or selection.

Signatures: a-v<sup>8</sup>, x<sup>6</sup>

Woodcuts on leaves B2<sup>b</sup> and C5<sup>b</sup> signed: b

- 3.4.6.9.2 ➤ Make notes on the number of columns or lines, type measurements, frame measurements, etc., if they are considered important for identification or selection.

24 line; type 24G

### 3.4.6.10 Resource containing both text, still images, etc., and sound and/or moving images

---

- 3.4.6.10.1 ➤ Make a note giving the number of pages of text, frames of still images, etc., and the duration of the sound and/or moving images for resources that contain both. See also 4.12.1.4.

2400 frames of still images and 80 min. of moving images  
(Frames of still images and duration of moving images on a videodisc)

### 3.4.6.11 Other details of extent

---

- 3.4.6.11.1 ➤ Make notes providing other details of extent not recorded formally as part of the extent element if they are considered important for identification or selection.

## 3.5. DIMENSIONS

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.5.0 Basic instructions on recording dimensions
- 3.5.1 Dimensions of maps, etc.
- 3.5.2 Dimensions of still images
- 3.5.3 Notes on dimensions

### 3.5.0. BASIC INSTRUCTIONS ON RECORDING DIMENSIONS

---

#### *Contents*

- 3.5.0.1 Scope
- 3.5.0.2 Sources of information
- 3.5.0.3 Recording dimensions
- 3.5.0.4 Dimensions of carrier
- 3.5.0.5 Dimensions of container
- 3.5.0.6 Resources consisting of more than one carrier
- 3.5.0.7 Resources in more than one container
- 3.5.0.8 Change in dimensions

### 3.5.0.1 Scope

---

- 3.5.0.1.1 □ **Dimensions** are the measurements of the carrier(s) and/or the container of a resource.

- 3.5.0.1.2 □ For maps, etc., and still images, the dimensions may reflect those of the face of the map, etc., (see 3.5.1) or of the pictorial area (see 3.5.2) instead of (or in addition to) those of the carrier.

- 3.5.0.1.3 □ Dimensions may comprise measurements of height, width, height x width, height x width x depth, length, length x height, gauge, or diameter.

### 3.5.0.2 Sources of information

---

- 3.5.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the dimensions of the resource. If desired, take additional evidence from any source.

### 3.5.0.3 Recording dimensions

---

- 3.5.0.3.1 ➤ Unless instructed otherwise, record dimensions in centimetres to the next whole centimetre up (e.g., if the height measures 17.2 centimetres, record *18 cm*).

***Alternative:***

- 3.5.0.3.2 Record dimensions in the system of measure preferred by the agency preparing the description. Abbreviate terms for units of measurement in accordance with the instructions in appendix B, as applicable.

### 3.5.0.4 Dimensions of carrier

---

- 3.5.0.4.1 ➤ Record the dimensions of a carrier as instructed under a)–n) below, as applicable. Unless instructed otherwise, give measurements as instructed under 3.5.0.3.

**a) Cards**

- 3.5.0.4.1a.1 Record the height x width of the card.

28 × 10 cm  
(*Dimensions of a flashcard*)

9 × 19 cm  
(*Dimensions of an aperture card*)

8 × 13 cm  
(*Dimensions of a microopaque*)

9 × 6 cm  
(*Dimensions of a computer card*)

**b) Cartridges**

- 3.5.0.4.1b.1 For **audio cartridges**, record the length x height of the face of the cartridge in centimetres followed by the width of the tape in millimetres. Use a comma to separate the width of the tape from the dimensions of the cartridge.

14 × 10 cm, 7 mm tape

3.5.0.4.1b.2

For **computer cartridges**, record the length of the side of the cartridge that is to be inserted into the machine.

10 cm

*(Dimensions of a computer chip cartridge)*

3.5.0.4.1b.3

For **film, filmstrip, and videotape cartridges**, record the gauge (i.e., width) of the film or tape in millimetres. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see 3.5.3.3).

standard 8 mm

*(Gauge of film in a film cartridge)*

35 mm

*(Gauge of film in a filmstrip cartridge)*

13 mm

*(Gauge of videotape in a video cartridge)*

3.5.0.4.1b.4

For **microfilm cartridges**, record the width of the film in millimetres.

35 mm

*(Width of film in a microfilm cartridge)*

### c) Cassettes

3.5.0.4.1c.1

For **audiocassettes**, record the length × height of the face of the cassette in centimetres followed by the width of the tape in millimetres. Use a comma to separate the width of the tape from the dimensions of the cassette.

10 × 7 cm, 4 mm tape

3.5.0.4.1c.2

For **computer cassettes**, record the length × height of the face of the cassette.

10 × 7 cm

3.5.0.4.1c.3

For **film and videotape cassettes**, record the gauge (i.e., width) of the film or tape in millimetres. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see 3.5.3.3).

16 mm

*(Gauge of film in a film cassette)*

8 mm

*(Gauge of videotape in a video cassette)*

3.5.0.4.1c.4

For **microfiche cassettes**, record the height × width of the fiches.

12 × 17 cm  
(Height × width of fiches in a microfiche cassette)

3.5.0.4.1c.5

For **microfilm cassettes**, record the width of the film in millimetres.

16 mm  
(Width of film in a microfilm cassette)

**d) Discs**

3.5.0.4.1d.1

Record the diameter of the disc.

30 cm  
(Diameter of an analog audio disc)

12 cm  
(Diameter of a digital audio disc)

21 cm  
(Diameter of a videodisc)

12 cm  
(Diameter of a computer disc)

**e) Filmstrips and filmstrips**

3.5.0.4.1e.1

Record the gauge (i.e., width) of the film in millimetres.

35 mm

**f) Flipcharts**

3.5.0.4.1f.1

Record the height × width of the flipchart.

23 × 18 cm

**g) Microfiches**

3.5.0.4.1g.1

Record the height × width of the fiche.

11 × 15 cm

**h) Overhead transparencies**

3.5.0.4.1h.1

Record the height × width of the transparency, excluding any frame or mount. If applicable, make a note on the size as framed or mounted (see 3.5.3.3).

26 × 22 cm

**i) Reels**

3.5.0.4.1i.1

For **audiotape reels**, record the diameter of the reel in centimetres followed by the width of the tape in millimetres. Use a comma to



separate the width of the tape from the diameter of the reel.

18 cm, 13 mm tape

3.5.0.4.1i.2

For **computer tape reels**, record the diameter of the reel in centimetres followed by the width of the tape in millimetres. Use a comma to separate the width of the tape from the diameter of the reel.

31 cm, 13 mm tape

3.5.0.4.1i.3

For **film and videotape reels**, record the gauge (i.e., width) of the film or tape in millimetres. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see 3.5.3.3).

70 mm  
(Gauge of film on a film reel)

8 mm  
(Gauge of videotape on a videotape reel)

3.5.0.4.1i.4

For **microfilm reels**, record the width of the film in millimetres.

16 mm  
(Width of film on a microfilm reel)

#### j) Rolls

3.5.0.4.1j.1

For **film and microfilm rolls**, record the gauge (i.e., width) of the film in millimetres. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film if considered important for identification or selection (see 3.5.3.3).

35 mm  
(Gauge of film in a filmstrip roll)

105 mm  
(Width of film in a microfilm roll)

#### k) Sheets

3.5.0.4.1k.1

Record the height × width of the sheet, excluding any frame or mount. If applicable, make a note on the size as framed or mounted (see 3.5.3.3). For folded sheets, record the height × width when extended followed by the height × width when folded.

28 × 22 cm  
(Dimensions of a sheet of text)

34 × 47 cm  
(Dimensions of a study print)

26 × 21 cm

(Dimensions of a photographic print)

87 × 87 cm

(Dimensions of a technical drawing)

30 × 45 cm

(Dimensions of an oil painting on canvas)

244 × 26 cm, folded to 30 × 26 cm

(Dimensions of a wall chart)

48 × 30 cm folded to 24 × 15 cm

(Dimensions of a manuscript sheet)

**Exceptions:**

3.5.0.4.1k.2

For **maps, etc.**, follow the instructions given under 3.5.1

3.5.0.4.1k.3

For **still images**, follow the instructions given under 3.5.2

**l) Slides**

3.5.0.4.1l.1

Record the height × width of the slide.

5 × 5 cm

(Dimensions of a photographic slide)

3 × 8 cm

(Dimensions of a microscope slide)

**m) Three dimensional forms**

3.5.0.4.1m.1

For **cartographic models**, record the height × width of the model.

45 × 35 cm

3.5.0.4.1m.2

◇ *Optional addition.* Add the depth.

45 × 35 × 2 cm

3.5.0.4.1m.3

For **globes**, record the diameter, specified as such.

12 cm in diameter

3.5.0.4.1m.4

For **other three-dimensional forms**, record the dimensions of the form itself. If necessary, add a word to indicate which dimension is being given. If multiple dimensions are given, give them as height × width × depth.

110 cm high

(Dimensions of a sculpture)

3.5.0.4.1m.5

◇ *Optional omission.* If the form is in a container, omit the dimensions of the form itself and record the dimensions of the container (see 3.5.0.5).

**n) Volumes**

3.5.0.4.1n.1

Record the height of the volume. If the volume measures less than 10 centimetres, record the height in millimetres.

22 cm

75 mm

**Exceptions:**

3.5.0.4.1n.2

If the width of the volume is either less than half the height or greater than the height, record the height × width.

20 × 8 cm

20 × 32 cm

3.5.0.4.1n.3

If the difference in height and/or width between the binding and the text block is significant, and the difference is considered important for identification or selection, record the height or height × width of the text block followed by the height or height × width of the binding.

22 cm in binding 24 cm

20 × 8 cm in binding 22 × 12 cm

3.5.0.4.1n.4

If the volume contains separate text blocks of varying dimensions, record the height (or height × width) of the binding only. Make a note on the dimensions of the text blocks if considered important for identification or selection (see 3.5.3).

3.5.0.4.1n.5

If the binding is known to be a replacement binding or one that was applied after the resource was issued, make a note indicating that fact (see 3.23).

**3.5.0.5 Dimensions of container**

3.5.0.5.1

- If the resource is in a container, name the container and record its dimensions if they are considered important for identification or selection,

*either* a) in addition to the dimensions of the carrier(s)  
*or* b) as the only dimensions.

Unless instructed otherwise, give measurements as instructed under 3.5.0.3.

16 × 32 × 3 cm  
case 17 × 34 × 6 cm

*(Dimensions of a model and its container)*

box 30 × 25 × 13 cm

*(Dimensions of the container for a diorama; dimensions of the diorama not recorded)*

### 3.5.0.6 Resources consisting of more than one carrier

- 3.5.0.6.1 ➤ If the resource consists of more than one carrier, and the carriers are all of the same type and size, record the dimensions of a single carrier as instructed under 3.5.0.4.

3 × 8 cm

*(Dimensions of a microscope slide in a resource consisting of 8 microscope slides all of the same size)*

24 cm

*(Dimensions of a volume in a resource consisting of 3 volumes all of the same size)*

**Exceptions:**

- 3.5.0.6.2 For **manuscripts** consisting of two or more unbound sheets, follow the instructions on recording the dimensions of a volume as given under 3.5.0.4n. If the manuscript is kept folded, add the dimensions when folded.

20 cm folded to 10 × 12 cm

35 × 66 cm, folded to 10 × 19 cm

- 3.5.0.6.3 ➤ If the carriers are of the same type but differ in size, record the dimensions of the smallest or smaller and the largest or larger size.

24–28 cm

*(Dimensions of the smallest and largest volumes in a resource consisting of 6 volumes of differing height)*

150 to 210 cm high

*(Dimensions of the smallest and largest sculptures in a resource consisting of 3 sculptures of differing height)*

11 × 15 cm–12 × 17 cm

*(Dimensions of the smaller and larger microfiches in a resource consisting of 2 microfiches of differing height and width)*

**Alternative:**

- 3.5.0.6.4 If the carriers are all of two sizes, record both. If they are of more than two sizes, record the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

8 × 13 cm and 10 × 15 cm

*(Dimensions of the smaller and larger cards in a resource consisting of cards of two sizes)*

26 × 21 cm or smaller

*(Dimensions reflecting the greatest height and greatest width of photographs in a collection containing photographs of more than two sizes)*

**Exception:**

- 3.5.0.6.5 For **notated music**, if the resource consists of more than one carrier of

differing sizes, record the dimensions of each carrier containing a different type of unit in the order in which the units are listed under 3.4.2.1.

20 cm

32 cm

*(Score measures 20 cm; parts measure 32 cm)*

- 3.5.0.6.6 ➤ When recording dimensions of the carriers in a resource consisting of more than one type of carrier, follow the instructions given under 3.1.4b.

### 3.5.0.7 Resources in more than one container

---

- 3.5.0.7.1 ➤ If the resource is in more than one container, and the containers are all of the same size, record the dimensions of a single container as instructed under 3.5.0.5.

boxes 27 × 40 × 50 cm

*(Dimensions of the boxes in a collection consisting of 12 boxes all of the same size)*

- 3.5.0.7.2 ➤ If the containers differ in size, record the dimensions of the smallest or smaller and the largest or larger size.

boxes 20 × 30 × 5 cm–26 × 35 × 6 cm

*(Dimensions of the smaller and larger boxes in a collection consisting of boxes of two sizes)*

containers 14 × 26 × 8 cm to 16 × 38 × 22 cm

*(Dimensions of the smallest and largest containers in a collection consisting of containers of more than two sizes)*

### 3.5.0.8 Change in dimensions

---

- 3.5.0.8.1 ➤ Record a change in dimensions as follows.

#### a) Resource issued in successive parts

- 3.5.0.8.1a.1 If the dimensions of a resource issued in successive parts change, record the dimensions following the applicable instructions on resources consisting of more than one carrier given under 3.5.0.6.

27–32 cm

*(Dimensions of the smallest and largest volumes of a serial)*

- 3.5.0.8.1a.2 Make a note on the details of the change if they are considered important for identification or selection (see 3.5.3.4a).

#### b) Integrating resource

- 3.5.0.8.1b.1 If the dimensions of an integrating resource change, change the dimensions to reflect the current iteration and make a note if the change is considered important for identification or selection (see 3.5.3.4b).

## 3.5.1 DIMENSIONS OF MAPS, ETC.

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.5.1.0 Application
- 3.5.1.1 Recording dimensions of maps, etc.
- 3.5.1.2 Map, etc., on two or more sheets of differing sizes
- 3.5.1.3 Map, etc., in segments designed to fit together
- 3.5.1.4 Dimensions of map, etc., in relation to dimensions of sheet
- 3.5.1.5 Map, etc., on folded sheet
- 3.5.1.6 Map, etc., presented on both sides of a sheet

### 3.5.1.0 Application

---

- 3.5.1.0.1 ➤ Follow the instructions given under 3.5.1.1–3.5.1.6 when recording the dimensions of a resource consisting of one or more sheets containing one or more maps, diagrams, views, profiles, sections, etc.

### 3.5.1.1 Recording dimensions of maps, etc.

---

- 3.5.1.1.1 ➤ Record the dimensions of a map, etc., by giving the measurements of the face of the map, etc., in centimetres, measured within the neat line. Record the height × width or diameter, as appropriate. When recording diameter, specify it as such.

25 × 35 cm

45 cm in diameter

#### ***Alternative:***

- 3.5.1.1.2 For early and manuscript sheet maps, etc., record the dimensions to the next tenth of a centimetre.

123.5 × 152.4 cm

- 3.5.1.1.3 ➤ If the map, etc.,
- a) is irregularly shaped,
  - or b) has no neat line
  - or c) bleeds off the edge

record the greater or greatest dimensions of the map itself.

- 3.5.1.1.4 ➤ If it is difficult to determine the points for measuring the height and width of the map, etc., itself (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders), record the height and width of the sheet specified as such.

sheet 45 × 33 cm

**3.5.1.2 Map, etc., on more than one sheet of differing sizes**

---

- 3.5.1.2.1 ➤ If the map, etc., is on sheets of two sizes, record both sets of sheet dimensions. If the map, etc., is on sheets of more than two sizes, record the greatest height of any of the sheets followed by the greatest width of any of them and *or smaller*.

sheets 25 × 35 cm and 30 × 35 cm

sheets 30 × 40 cm or smaller

**3.5.1.3 Map, etc., in segments designed to fit together**

---

- 3.5.1.3.1 ➤ If the map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., record the dimensions of the complete map, etc., followed by the dimensions of the sheet(s). Separate the dimensions by a comma and precede the sheet dimension with *on* unless the number of sheets is recorded in the extent (see 3.4.1.3). If such a map, etc., is mounted, record the dimensions of the whole map, etc., alone.

10 × 60 cm, on sheet 25 × 35 cm

264 × 375 cm, sheets 96 × 142 cm  
(Extent recorded as: 1 map on 9 sheets)

120 × 276 cm  
(Mounted map created from several segments)

- 3.5.1.3.2 ➤ If it is difficult to determine the points for measuring the height and width of a complete map, etc., that is in segments, or if it is difficult to assemble the map, etc., for measuring, record only the height and width of the sheet(s) specified as such.

sheets 30 × 40 cm

sheets 60 × 60 cm or smaller

**3.5.1.4 Dimensions of map, etc., in relation to dimensions of sheet**

---

- 3.5.1.4.1 ➤ If the measurement of either dimension of the map, etc., is less than half the measurement of the same dimension of the sheet on which it is imposed or if there is substantial additional information on the sheet (e.g., text), record the dimensions of the map, etc., followed by the dimensions of the sheet. Separate the dimensions by a comma and precede the dimensions of the sheet by *on*.

20 × 31 cm, on sheet 42 × 50 cm

**3.5.1.5 Map, etc., on folded sheet**

---

- 3.5.1.5.1 ➤ If the map, etc., is presented with an outer cover within which it is intended to be folded or if the sheet itself contains a panel or section

designed to appear on the outside when the sheet is folded, record the dimensions of the map, etc., and add the dimensions of the sheet in folded form, preceded by a comma.

80 × 57 cm, folded to 21 × 10 cm

9 × 20 cm, on sheet 40 × 60 cm, folded to 21 × 10 cm

### 3.5.1.6 Map, etc., presented on both sides of a sheet

---

- 3.5.1.6.1 ➤ If the map, etc., is presented on both sides of a sheet at a consistent scale, record the dimensions of the map, etc., as a whole, and record the dimensions of the sheet, separated by a comma and preceded by *on*. If it is difficult to measure such a map, etc., record the dimensions of the sheet alone.

45 × 80 cm, on sheet 50 × 44 cm  
(Printed on both sides of sheet with line for joining indicated)

on sheet 45 × 30 cm  
(Printed on both sides of sheet)

## 3.5.2 DIMENSIONS OF STILL IMAGES

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.5.2.0 Application
- 3.5.2.1 Recording dimensions of still images
- 3.5.2.2 Dimensions of image in relation to dimensions of sheet

### 3.5.2.0 Application

---

- 3.5.2.0.1 ➤ Follow the instructions given under 3.5.2.1–3.5.2.2 when recording the dimensions of a resource consisting of one or more sheets containing one or more still images in the form of drawings, paintings, prints, photographs, etc.
- 3.5.2.0.2 ➤ For resources consisting of still images in other media (e.g., slides or transparencies), follow the basic instructions given under 3.5.0.
- 3.5.2.0.3 ➤ For sheets containing maps, etc., follow the instructions given under 3.5.1.

### 3.5.2.1 Recording dimensions of still images

---

- 3.5.2.1.1 ➤ Record the dimensions of a still image by giving the measurements of the pictorial area in centimetres. Record the height × width, diameter, or other dimensions, as appropriate, giving the dimensions with reference to the position in which the image is intended to be viewed.



When recording dimensions other than height × width of a rectangle, specify them as such.

33 × 25 cm

6 cm in diameter

7 × 5 cm oval

41 × 36 cm irregular pentagon

***Alternative:***

3.5.2.1.2 Record the dimensions to the next tenth of a centimetre.

32.2 × 22.4 cm

3.5.2.1.3 ➤ If appropriate, give more than one set of dimensions and indicate specifically the area to which each set of dimensions apply. Separate each set of dimensions by a comma.

6 cm in diameter, plate mark 8 × 7 cm

### 3.5.2.2 Dimensions of image in relation to dimensions of sheet

---

3.5.2.2.1 ➤ If the measurement of either dimension of the image differs significantly from the measurement of the same dimension of the sheet on which it is imposed or if there is substantial additional information on the sheet (e.g., text), record the dimensions of the image followed by the dimensions of the sheet. Separate the dimensions by a comma and precede the dimensions of the sheet by *on*.

20 × 31 cm, on sheet 42 × 50 cm

6 cm in diameter, plate mark 8 × 7 cm, on sheet 24 × 17 cm

## 3.5.3 NOTES ON DIMENSIONS

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.5.3.1 Scope
- 3.5.3.2 Sources of information
- 3.5.3.3 Details of dimensions
- 3.5.3.4 Change in dimensions

### 3.5.3.1 Scope

---

3.5.3.1.1  **Notes on dimensions** are notes providing additional information about the dimensions of a resource not recorded formally as part of the dimensions element.

### 3.5.3.2 Sources of information

---

- 3.5.3.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on the dimensions of the resource. If desired, take additional evidence from any source.

### 3.5.3.3 Details of dimensions

---

- 3.5.3.3.1 ➤ Make notes providing additional information on dimensions not recorded formally as part of the dimensions element if they are considered important for identification or selection.

Printed area measures 30 × 46 cm

Impressed on rectangular surface 20 × 20 cm

Size when framed: 40 × 35 cm

Size as mounted 36 × 32 cm

- 3.5.3.3.2 ➤ When making a note on the length of a motion picture film or videotape, give the length of a film from first frame to last and the length of a videotape from first programme signal to last. Give the length in metres to the nearest tenth of a metre.

Film length: 4241.7 m

### 3.5.3.4 Change in dimensions

---

- 3.5.3.4.1 ➤ Make notes on changes in dimensions as follows.

#### a) Resources issued in successive parts

- 3.5.3.4.1a.1 If the dimensions change on a subsequent issue or part, make notes on the details of the change if they are considered important for identification or selection. If the changes have been numerous, a general statement may be made.

#### b) Integrating resources

- 3.5.3.4.1b.1 Make notes on changes in dimensions from previous iterations if they are considered important for identification or selection. If the changes have been numerous, a general statement may be made.

## 3.6 BASE MATERIAL

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.6.0 Basic instructions on recording base material
- 3.6.1 Notes on base material

## 3.6.0 BASIC INSTRUCTIONS ON RECORDING BASE MATERIAL

---

### *Contents*

- 3.6.0.1 Scope
- 3.6.0.2 Sources of information
- 3.6.0.3 Recording base material
- 3.6.0.4 Base material for microfilm, microfiche, and motion picture film

### 3.6.0.1 Scope

---

- 3.6.0.1.1  **Base material** is the underlying physical material on which the content of a resource is stored.

### 3.6.0.2 Sources of information

---

- 3.6.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the base material of the resource. If desired, take additional evidence from any source.

### 3.6.0.3 Recording base material

---

- 3.6.0.3.1 ➤ Record the base material of the resource if it is considered important for identification or selection, using an appropriate term(s) from the list below.

Bristol board  
 canvas  
 cardboard  
 ceramic  
 glass  
 hardboard  
 illustration board  
 ivory  
 leather  
 metal  
 paper  
 parchment  
 plaster  
 plastic  
 porcelain  
 shellac  
 skin  
 stone  
 synthetic  
 textile  
 vellum

vinyl  
wax  
wood

vellum  
(*Base material for a vellum manuscript*)

wood  
(*Base material for a globe*)

plastic  
(*Base material for a microscope slide*)

glass  
(*Base material for a painting*)

synthetic  
(*Base material for an acrylic model*)

wood  
plaster  
(*Base materials for a diorama*)

**Exception:**

3.6.0.3.2 For **microfilm, microfiche, and motion picture film**, record the base material as instructed under 3.6.0.4.

3.6.0.3.3 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the base material as concisely as possible.

silk  
(*Base material for a map*)

papier mâché  
(*Base material for a model*)

3.6.0.3.4 ➤ If additional details on the base material(s) are considered important for identification or selection, give them in a note (see 3.6.1).

**3.6.0.4 Base material for microfilm, microfiche, and motion picture film**

---

3.6.0.4.1 ➤ Record the base material for a microfilm, microfiche, or motion picture film using an appropriate term(s) from the list below.

acetate<sup>15</sup>  
diacetate  
nitrate  
polyester

<sup>15</sup> Record *acetate* when it cannot be determined whether the film base is diacetate or triacetate.

safety base<sup>16</sup>

triacetate

nitrate

*(Base material for a motion picture film)*

### 3.6.1 NOTES ON BASE MATERIAL

---

#### OPTIONAL ELEMENT

#### *Contents*

3.6.1.1 Scope

3.6.1.2 Sources of information

3.6.1.3 Details of base material

#### 3.6.1.1 Scope

---

- 3.6.1.1.1  **Notes on base material** are notes providing additional information on base material.

#### 3.6.1.2 Sources of information

---

- 3.6.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on base material. If desired, take additional evidence from any source.

#### 3.6.1.3 Details of base material

---

- 3.6.1.3.1 ➤ Make notes on details of base material if they are considered important for identification or selection.

Paper watermarked: KS and a crown

Image printed on thick gold paper  
*(Note on details of base material for an art print)*

On green laid paper  
*(Note on details of base material for a drawing)*

Recorded on paper tape  
*(Note on details of base material for an audio recording)*

Consists of head and torso made of clear plastic,  
<sup>1</sup>/<sub>8</sub> life size  
*(Note on details of base material for a model)*

---

<sup>16</sup> Record *safety base* when the specific type of safety base cannot be determined.

## 3.7 APPLIED MATERIAL

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.7.0 Basic instructions on recording applied material
- 3.7.1 Notes on applied material

## 3.7.0 BASIC INSTRUCTIONS ON RECORDING APPLIED MATERIAL

---

### *Contents*

- 3.7.0.1 Scope
- 3.7.0.2 Sources of information
- 3.7.0.3 Recording applied material
- 3.7.0.4 Emulsion on microfilm and microfiche

### 3.7.0.1 Scope

---

- 3.7.0.1.1  **Applied material** is a physical or chemical substance applied to a base material to record the content of a resource.

### 3.7.0.2 Sources of information

---

- 3.7.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the applied material used in the resource. If desired, take additional evidence from any source.

### 3.7.0.3 Recording applied material

---

- 3.7.0.3.1 ➤ Record the applied material used in the resource if it is considered important for identification or selection, using an appropriate term(s) from the list below. If one applied material predominates, record the term for that material first.

- acrylic paint
- chalk
- charcoal
- crayon
- dye
- gouache
- ink
- oil paint
- pastel
- pencil

plaster  
tempera  
watercolour

ink  
(*Applied material for a hand-drawn map*)

oil paint  
(*Applied material for a painting*)

watercolour  
gouache  
ink  
pencil  
(*Applied materials for a mixed media artwork*)

**Exception:**

3.7.0.3.2 For **microfilm and microfiche**, record the emulsion on the film as instructed under 3.7.0.4.

3.7.0.3.3 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the applied material as concisely as possible.

mother of pearl  
(*Applied material for a sewing box*)

3.7.0.3.4 ➤ If multiple materials are known to have been applied, but not all can be readily identified, record *mixed materials*.

3.7.0.3.5 ➤ If additional details on the applied material(s) are considered important for identification or selection, give them in a note (see 3.7.1).

**3.7.0.4 Emulsion on microfilm and microfiche**

---

3.7.0.4.1 ➤ Record the emulsion on a microfilm or microfiche using an appropriate term(s) from the list below.

diazo  
mixed  
silver halide  
vesicular

diazo  
(*Emulsion on a microfiche*)

**3.7.1 NOTES ON APPLIED MATERIAL**

---

**OPTIONAL ELEMENT**

*Contents*

3.7.1.1 Scope

3.7.1.2 Sources of information

3.7.1.3 Details of applied material

### **3.7.1.1 Scope**

---

- 3.7.1.1.1  **Notes on applied material** are notes providing additional information on applied material.

### **3.7.1.2 Sources of information**

---

- 3.7.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on applied material. If desired, take additional evidence from any source.

### **3.7.1.3 Details of applied material**

---

- 3.7.1.3.1 ➤ Make notes on details of applied material if they are considered important for identification or selection.

Egg tempera paint with tooled gold-leaf halos

Silverpoint with white chalk highlighting

Collage of photographic prints, newspaper clippings, and paint

Watercolour, gouache, and pen and brown ink over pencil with gum arabic and scraping out

## **3.8 MOUNT**

---

### **OPTIONAL ELEMENT**

#### *Contents*

- 3.8.0 Basic instructions on recording mount  
3.8.1 Notes on mount

### **3.8.0 BASIC INSTRUCTIONS ON RECORDING MOUNT**

---

#### *Contents*

- 3.8.0.1 Scope  
3.8.0.2 Sources of information  
3.8.0.3 Recording mount



**3.8.0.1 Scope**

---

- 3.8.0.1.1  **Mount** is the physical material used for the support or backing to which the base material of a resource has been attached.

**3.8.0.2 Sources of information**

---

- 3.8.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the material used to mount the resource. If desired, take additional evidence from any source.

**3.8.0.3 Recording mount**

---

- 3.8.0.3.1 ➤ Record the material used to mount the resource if it is considered important for identification or selection, using an appropriate term(s) from the list given under 3.6.0.3.

Bristol board  
*(Mount for a print)*

wood  
*(Mount for a printed map)*

- 3.8.0.3.2 ➤ If none of the terms listed under 3.6.0.3 is appropriate or sufficiently specific, use a term designating the material used to mount the resource as concisely as possible.

granite  
*(Mount material for a sculpture)*

- 3.8.0.3.3 ➤ If additional details on the material(s) used to mount the resource are considered important for identification or selection, give them in a note (see 3.8.1).

**3.8.1 NOTES ON MOUNT**

---

**OPTIONAL ELEMENT***Contents*

- 3.8.1.1 Scope
- 3.8.1.2 Sources of information
- 3.8.1.3 Details of mount

**3.8.1.1 Scope**

---

- 3.8.1.1.1  **Notes on mount** are notes providing additional information on the material on which the resource is mounted.

**3.8.1.2 Sources of information**

---

- 3.8.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on the material on which the resource is mounted. If desired, take additional evidence from any source.

**3.8.1.3 Details of mount**

---

- 3.8.1.3.1 ➤ Make notes on details of the material on which the resource is mounted if they are considered important for identification or selection.

Mounted on starched linen

On brass stand

**3.9 PRODUCTION METHOD**

---

---

**OPTIONAL ELEMENT***Contents*

- 3.9.0 Basic instructions on recording production method
- 3.9.1 Notes on production method

**3.9.0 BASIC INSTRUCTIONS ON RECORDING PRODUCTION METHOD**

---

*Contents*

- 3.9.0.1 Scope
- 3.9.0.2 Sources of information
- 3.9.0.3 Recording production method
- 3.9.0.4 Production method for manuscripts
- 3.9.0.5 Production method for tactile resources

**3.9.0.1 Scope**

---

- 3.9.0.1.1  **Production method** reflects the process used to produce a resource.

**3.9.0.2 Sources of information**

---

- 3.9.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the method used to produce the resource. If desired, take additional evidence from any source.

### 3.9.0.3 Recording production method

---

- 3.9.0.3.1 ➤ If the process used to produce the resource is considered important for identification or selection, record an appropriate term(s) from the list below.

blueline  
 blueprint  
 collotype  
 daguerreotype  
 engraving  
 etching  
 lithograph  
 photocopy  
 photoengraving  
 photogravure  
 print  
 white print  
 woodcut

engraving  
*(Production method for an art print)*

**Exceptions:**

- 3.9.0.3.2 For **manuscripts**, record the method of production as instructed under 3.9.0.4.

- 3.9.0.3.3 For **tactile resources**, record the method of production as instructed under 3.9.0.5.

- 3.9.0.3.4 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the production method as concisely as possible.

chromolithograph  
*(Production method for a print)*

- 3.9.0.3.5 ➤ If additional details on the production method are considered important for identification or selection, give them in a note (see 3.9.1).

### 3.9.0.4 Production method for manuscripts

---

- 3.9.0.4.1 ➤ If the resource is a manuscript, record one of the following terms as appropriate.

holograph(s)  
*(i.e., a manuscript handwritten by the person(s) responsible for the work(s) contained therein)*  
 manuscript(s)  
*(i.e., any other handwritten manuscript)*  
 printout(s)  
 typescript(s)

holograph  
(*Production method for a letter*)

manuscript  
(*Production method for a score*)

typescripts  
(*Production method for theses*)

- 3.9.0.4.2 ➤ If the manuscript or manuscripts are copies, add, in parentheses, *carbon copy*, *photocopy*, or *transcript*, or the plural as appropriate. If a photocopy is negative, add *negative*. Add *handwritten*, *typewritten*, or *printout* to *transcript(s)*.

holograph (carbon copy)

manuscript (photocopy, negative)

manuscript (photocopy)

manuscripts (transcripts, handwritten)

typescript (photocopy)

- 3.9.0.4.3 ➤ If the manuscripts are not all of the same nature, word the qualification to indicate this.

manuscripts (some photocopies)

manuscripts (transcripts, handwritten, and photocopies)

manuscripts (photocopies, some negative)

- 3.9.0.4.4 ➤ If additional details on the method of production of the manuscript(s) are considered important for identification or selection, give them in a note (see 3.9.1).

### 3.9.0.5 Production method for tactile resources

---

- 3.9.0.5.1 ➤ Record the method used to produce a tactile resource using an appropriate term from the list below. If the process is known by different terms in different countries, use the term most commonly used in the country of the agency preparing the description.

Braille  
plate copy  
press braille  
solid dot  
swell paper  
thermoform

thermoform

*(Production method for a braille map)*

plate copy

*(Production method for a tactile resource described by an agency in the United Kingdom)*

press braille

*(Production method for a tactile resource described by an agency in the United States)*

- 3.9.0.5.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the production method as concisely as possible.

[Example]

- 3.9.0.5.3 ➤ If additional details on the production method are considered important for identification or selection, give them in a note (see 3.9.1).

### 3.9.1 NOTES ON PRODUCTION METHOD

---

#### OPTIONAL ELEMENT

##### *Contents*

- 3.9.1.1 Scope
- 3.9.1.2 Sources of information
- 3.9.1.3 Details of production method

#### 3.9.1.1 Scope

---

- 3.9.1.1.1  **Notes on production method** are notes providing additional information on production method.

#### 3.9.1.2 Sources of information

---

- 3.9.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on production method. If desired, take additional evidence from any source.

#### 3.9.1.3 Details of production method

---

- 3.9.1.3.1 ➤ Make notes on details of production method if they are considered important for identification or selection.

Finished using a gray wash technique

### 3.10 GENERATION

---

#### OPTIONAL ELEMENT

##### *Contents*

- 3.10.0 Basic instructions on recording generation
- 3.10.1 Notes on generation

### **3.10.0 BASIC INSTRUCTIONS ON RECORDING GENERATION**

---

#### *Contents*

- 3.10.0.1 Scope
- 3.10.0.2 Sources of information
- 3.10.0.3 Recording generation
- 3.10.0.4 Audio recordings
- 3.10.0.5 Digital resources
- 3.10.0.6 Microforms
- 3.10.0.7 Motion picture films
- 3.10.0.8 Videotapes

#### **3.10.0.1 Scope**

---

- 3.10.0.1.1  **Generation** reflects the transfer of the content of a resource from one carrier to another (e.g., a first generation camera master, a second generation printing master).

#### **3.10.0.2 Sources of information**

---

- 3.10.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the generation of the resource. If desired, take additional evidence from any source.

#### **3.10.0.3 Recording generation**

---

- 3.10.0.3.1 ➤ Record the generation of the resource as instructed under 3.10.0.4 (audio recordings), 3.10.0.5 (digital resources), 3.10.0.6 (microforms), 3.10.0.7 (motion picture films), or 3.10.0.8 (videotapes), as appropriate.
- 3.10.0.3.2 ➤ If additional details on generation are considered important for identification or selection, give them in a note (see 3.10.1).

#### **3.10.0.4 Audio recordings**

---

- 3.10.0.4.1 ➤ Record the generation of an audio recording if it is considered important for identification or selection, using an appropriate term from the list below.
  - master tape
  - tape duplication master
  - disc master
  - mother
  - stamper

test pressing

tape duplication master  
(*Generation of an audiotape*)

- 3.10.0.4.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the generation as concisely as possible.

### 3.10.0.5 Digital resources

---

- 3.10.0.5.1 ➤ Record the generation of a digital resource if it is considered important for identification or selection, using an appropriate term from the list below.

original  
master  
derivative master  
thumbnail  
view  
examination

thumbnail  
(*Generation of an online resource*)

- 3.10.0.5.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the generation as concisely as possible.

### 3.10.0.6 Microforms

---

- 3.10.0.6.1 ➤ Record the generation of a microform if it is considered important for identification or selection, using an appropriate term from the list below.

first generation  
(*i.e., the camera master*)  
printing master  
service copy  
mixed generation

printing master  
(*Generation of a microfilm*)

- 3.10.0.6.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the generation as concisely as possible.

### 3.10.0.7 Motion picture films

---

- 3.10.0.7.1 ➤ Record the generation of a motion picture film if it is considered important for identification or selection, using an appropriate term from the list below.

original  
master  
duplicate

reference print  
viewing copy

original  
(*Generation of a motion picture film*)

- 3.10.0.7.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the generation as concisely as possible.

### 3.10.0.8 Videotapes

---

- 3.10.0.8.1 ➤ Record the generation of a videotape if it is considered important for identification or selection, using an appropriate term from the list below.

first generation  
second generation, master copy  
second generation, show copy

second generation, master copy  
(*Generation of a videotape*)

- 3.10.0.8.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the generation as concisely as possible.

### 3.10.1 NOTES ON GENERATION

---

#### OPTIONAL ELEMENT

#### *Contents*

- 3.10.1.1 Scope
- 3.10.1.2 Sources of information
- 3.10.1.3 Details of generation

#### 3.10.1.1 Scope

---

- 3.10.1.1.1 ☐ **Notes on generation** are notes providing additional information on generation.

#### 3.10.1.2 Sources of information

---

- 3.10.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on generation. If desired, take additional evidence from any source.

#### 3.10.1.3 Details of generation

---

- 3.10.1.3.1 ➤ Make notes on details of generation if they are considered important for identification or selection.

[ Example ]



## 3.11 LAYOUT

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.11.0 Basic instructions on recording layout
- 3.11.1 Notes on layout

### 3.11.0 BASIC INSTRUCTIONS ON RECORDING LAYOUT

---

#### *Contents*

- 3.11.0.1 Scope
- 3.11.0.2 Sources of information
- 3.11.0.3 Recording layout
- 3.11.0.4 Layout of maps, etc.
- 3.11.0.5 Layout of tactile music
- 3.11.0.6 Layout of tactile text

#### 3.11.0.1 Scope

---

- 3.11.0.1.1  **Layout** is the arrangement of text, images, etc., in a resource.

#### 3.11.0.2 Sources of information

---

- 3.11.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the layout of the resource. If desired, take additional evidence from any source.

#### 3.11.0.3 Recording layout

---

- 3.11.0.3.1 ➤ Record the layout the resource if it is considered important for identification or selection, using an appropriate term from the list below.
  - double sided
  - single sided
  
  - double sided  
(*Layout of a flip chart on double-sided sheets*)
  
  - double sided  
(*Layout of a double-sided chart*)

#### **Exceptions:**

- 3.11.0.3.2 For **maps, etc.**, record the layout as instructed under 3.11.0.4.

3.11.0.3.3 For ***tactile music***, record the layout as instructed under 3.11.0.5.

3.11.0.3.4 For ***tactile text***, record the layout as instructed under 3.11.0.6.

3.11.0.3.5 ➤ If neither of the terms listed above is appropriate or sufficiently specific, use a term designating the layout as concisely as possible.

3.11.0.3.6 ➤ If additional details on the layout of the resource are considered important for identification or selection, give them in a note (see 3.11.1).

### **3.11.0.4 Layout of maps, etc.**

---

3.11.0.4.1 ➤ Record the layout of a map(s), etc., using an appropriate term(s) from the list below, if applicable.

back to back  
both sides

3.11.0.4.2 ➤ Record *both sides* if the map, etc., is continued at the same scale on the other side of the sheet(s), or, if collectively describing multiple map(s), etc., on both sides of the sheet(s).

both sides  
(*A single map printed on both sides of the sheet*)

both sides  
(*3 maps printed on both sides of a single sheet*)

3.11.0.4.3 ➤ If the same map, etc., is represented in more than one language on each side of the sheet, record *back to back*.

back to back  
(*The same map printed on each side of a single sheet in a different language*)

### **3.11.0.5 Layout of tactile music**

---

3.11.0.5.1 ➤ Record the layout of a resource containing tactile music using an appropriate term(s) from the list below.

bar by bar  
bar over bar  
line by line  
line over line  
melody chord system  
open score  
outline  
paragraph  
section by section  
short form scoring  
single line  
vertical score

bar by bar  
(*Piano music for four hands*)

bar over bar  
open score  
(*Vocal score*)

### 3.11.0.6 Layout of tactile text

---

- 3.11.0.6.1 ➤ Record the layout of a resource containing tactile text using an appropriate term(s) from the list below.

double sided  
single sided

single sided  
(*Layout of a tactile activity card*)

- 3.11.0.6.2 ➤ Specify *double line spacing*, in parentheses, if applicable.

double sided (double line spacing)  
(*Layout of a volume of braille text*)

## 3.11.1 NOTES ON LAYOUT

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.11.1.1 Scope
- 3.11.1.2 Sources of information
- 3.11.1.3 Details of layout

### 3.11.1.1 Scope

---

- 3.11.1.1.1  **Notes on layout** are notes providing additional information on layout.

### 3.11.1.2 Sources of information

---

- 3.11.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on layout. If desired, take additional evidence from any source.

### 3.11.1.3 Details of layout

---

- 3.11.1.3.1 ➤ Make notes on details of layout if they are considered important for identification or selection.

Alternate pages blank

Images placed in frame both horizontally and vertically

Alternate leaves of print and braille

## 3.12 COLOUR

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.12.0 Basic instructions on recording colour
- 3.12.1 Notes on colour

### 3.12.0 BASIC INSTRUCTIONS ON RECORDING COLOUR

---

#### *Contents*

- 3.12.0.1 Scope
- 3.12.0.2 Sources of information
- 3.12.0.3 Recording colour
- 3.12.0.4 Still images
- 3.12.0.5 Moving images
- 3.12.0.6 Three-dimensional forms
- 3.12.0.7 Resources designed for persons with visual impairments

#### 3.12.0.1 Scope

---

- 3.12.0.1.1  **Colour** indicates the presence of colour(s), tone(s), etc., in the content of a resource.
- 3.12.0.1.2  Colour may also indicate the specific colour(s), tone(s), etc., (including black and white) present in the content of a resource.

#### 3.12.0.2 Sources of information

---

- 3.12.0.2.1  Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the presence of coloured content in the resource. If desired, take additional evidence from any source.

#### 3.12.0.3 Recording colour

---

- 3.12.0.3.1  If the content of the resource is in colours other than black and white, record the presence of colour using an appropriate term from the list below. Disregard coloured matter outside the actual content of the resource (e.g., the border of a map).

chiefly coloured  
coloured  
some coloured

coloured  
(*Illustrations are in colour*)

some coloured  
(*10 maps, some of which are in colour*)

chiefly coloured  
(*Illustrations, most of which are in colour*)

**Exceptions:**

3.12.0.3.2 For resources consisting of **still images** (other than cartographic), record the presence of colour as instructed under 3.12.0.4.

3.12.0.3.3 For resources consisting of **moving images** (other than cartographic moving images), record the presence of colour as instructed under 3.12.0.5.

3.12.0.3.4 For **three-dimensional forms**, record the presence of colour as instructed under 3.12.0.6.

3.12.0.3.5 For **resources designed for persons with visual impairments**, record the presence of colour as instructed under 3.12.0.7.

◇ *Optional addition.* If a printed resource is hand coloured, indicate that it is such.

hand coloured  
(*A hand coloured map*)

3.12.0.3.6 ➤ If additional details on colour are considered important for identification or selection, give them in a note (see 3.12.1).

### 3.12.0.4 Still images

---

3.12.0.4.1 ➤ For a resource consisting of a still image(s) (other than cartographic) in black and white, record *black and white*. If the resource is in one or two other colours, name the colour(s). If it is in more than two colours, record an appropriate term from the list given under 3.12.0.3. If the colours are considered important for identification or selection, give them in a note (see 3.12.1).

blue and red  
(*An oil painting*)

coloured  
(*A set of coloured slides*)

3.12.0.4.2 ➤ If a resource consisting of a still image(s) (other than cartographic) in black and white is tinted and/or toned, specify *tinted*, *toned*, or *tinted*

*and toned* as appropriate, in parentheses, following *black and white*.

black and white (tinted)  
(*A photograph in black and white, tinted*)

- 3.12.0.4.3 ➤ If the resource is in sepia, record *sepia*.

sepia  
(*A photograph in sepia*)

### 3.12.0.5 Moving images

---

- 3.12.0.5.1 ➤ For a resource consisting of moving images (other than cartographic) in black and white, record *black and white*. If the resource is in colour, record an appropriate term from the list given under 3.12.0.3.

black and white  
(*A motion picture film in black and white*)

- 3.12.0.5.2 ➤ If the resource is in a combination of colour and black and white, record the information if it can be stated succinctly. If the information cannot be stated succinctly, give it in a note (see 3.12.1).

coloured with black and white sequences

black and white with coloured introductory  
sequence

- 3.12.0.5.3 ➤ If a resource consisting of moving images (other than cartographic) in black and white is tinted and/or toned, specify *tinted*, *toned*, or *tinted and toned* as appropriate, in parentheses, following *black and white*.

black and white (tinted)  
(*A motion picture film in black and white, tinted*)

black and white (tinted and toned)  
(*A motion picture film in black and white, tinted and toned*)

- 3.12.0.5.4 ➤ If the resource is in sepia, record *sepia*.

sepia  
(*A motion picture film in sepia*)

### 3.12.0.6 Three-dimensional forms

---

- 3.12.0.6.1 ➤ If a three-dimensional form is in black and white, record *black and white*. If the form is in one or two other colours, name the colour(s). If the form is in more than two colours, record an appropriate term from the list given under 3.12.0.3.

blue and white  
(*A porcelain bowl in blue and white*)

coloured

*(A multicoloured glass paperweight)*

### **3.12.0.7 Resources designed for persons with visual impairments**

---

- 3.12.0.7.1 ➤ If the text and background in a resource designed for persons with visual impairments are other than black on white, record the colours of the text and background.

blue text on yellow background

### **3.12.1 NOTES ON COLOUR**

---

#### **OPTIONAL ELEMENT**

#### *Contents*

- 3.12.1.1 Scope
- 3.12.1.2 Sources of information
- 3.12.1.3 Details of colour

#### **3.12.1.1 Scope**

---

- 3.12.1.1.1  **Notes on colour** are notes providing additional information on colour.

#### **3.12.1.2 Sources of information**

---

- 3.12.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on colour. If desired, take additional evidence from any source.

#### **3.12.1.3 Details of colour**

---

- 3.12.1.3.1 ➤ Make notes on details of colour if they are considered important for identification or selection.

2 maps in colour  
*(Resource containing 4 maps, 2 of which are in colour)*

Title and headings printed in red  
*(An early printed resource)*

Displays in red, yellow, and blue

Technicolor

Colourized

- 3.12.1.3.2 ➤ For instructions on recording the broadcast standard used for colour in videos, see 3.19.0.5.

## 3.13 FOLIATION

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.13.0 Basic instructions on recording foliation
- 3.13.1 Notes on foliation

### 3.13.0 BASIC INSTRUCTIONS ON RECORDING FOLIATION

---

#### *Contents*

- 3.13.0.1 Scope
- 3.13.0.2 Sources of information
- 3.13.0.3 Recording foliation

#### 3.13.0.1 Scope

---

- 3.13.0.1.1  **Foliation** indicates the number of folds made in a printed sheet to form a gathering of leaves (e.g., a sheet folded once to form a folio, twice to form a quarto, three times to form an octavo, etc.).

#### 3.13.0.2 Sources of information

---

- 3.13.0.2.1  Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the foliation of the resource. If desired, take additional evidence from any source.

#### 3.13.0.3 Recording foliation

---

- 3.13.0.3.1  Record the foliation of an early printed book, etc., using an appropriate term from the list below.
  - folio
  - 4to
  - 8vo
  - 12mo
  - 16mo
  - 24mo
  - 32mo
  - 48mo
  - 64mo
  
  - 4to
  - 8vo



folio

- 3.13.0.3.2 ➤ If additional details on foliation are considered important for identification or selection, give them in a note (see 3.13.1).

### 3.13.1 NOTES ON FOLIATION

---

#### OPTIONAL ELEMENT

##### *Contents*

- 3.13.1.1 Scope
- 3.13.1.2 Sources of information
- 3.13.1.3 Details of foliation

#### 3.13.1.1 Scope

---

- 3.13.1.1.1 ☐ **Notes on foliation** are notes providing additional information on foliation.

#### 3.13.1.2 Sources of information

---

- 3.13.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on foliation. If desired, take additional evidence from any source.

#### 3.13.1.3 Details of foliation

---

- 3.13.1.3.1 ➤ Make notes on details of foliation if they are considered important for identification or selection.

Numbers 263-267 are repeated in foliation

Numbers 237-238 are omitted from foliation

### 3.14 FONT SIZE

---

#### OPTIONAL ELEMENT

##### *Contents*

- 3.14.0 Basic instructions on recording font size
- 3.14.1 Notes on font size

#### 3.14.0 BASIC INSTRUCTIONS ON RECORDING FONT SIZE

---

##### *Contents*

- 3.14.0.1 Scope
- 3.14.0.2 Sources of information
- 3.14.0.3 Recording type size

### 3.14.0.1 Scope

---

- 3.14.0.1.1  **Font size** is the size of the type used to represent the characters and symbols in a resource.
- 3.14.0.1.2  Font size may be expressed in general terms (e.g., large print), or by specifying in addition the dimensions of the type measured in points (e.g., 20 point).

### 3.14.0.2 Sources of information

---

- 3.14.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording font size. If desired, take additional evidence from any source.

### 3.14.0.3 Recording font size

---

- 3.14.0.3.1 ➤ If the resource is in a font size designed for persons with visual impairments, record the font size using an appropriate term from the list below.

giant print  
large print

large print  
(*A vocal score in large print*)

- 3.14.0.3.2 ◇ *Optional addition.* Specify the dimensions of the type measured in points, in parentheses, following the general term indicating font size.

giant print (36 point)

- 3.14.0.3.3 ➤ If additional details on font size are considered important for identification or selection, give them in a note (see 3.14.1).

## 3.14.1 NOTES ON FONT SIZE

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.14.1.1 Scope
- 3.14.1.2 Sources of information
- 3.14.1.3 Details of font size

**3.14.1.1 Scope**

---

- 3.14.1.1.1  **Notes on font size** are notes providing additional information on font size.

**3.14.1.2 Sources of information**

---

- 3.14.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on font size. If desired, take additional evidence from any source.

**3.14.1.3 Details of font size**

---

- 3.14.1.3.1 ➤ If the resource is in a font size designed for persons with visual impairments, make notes on details of font size if they are considered important for identification or selection.

Font size varies from 18 point to 20 point

**3.15 POLARITY**

---

---

**OPTIONAL ELEMENT***Contents*

3.15.0 Basic instructions on recording polarity

3.15.1 Notes on polarity

**3.15.0 BASIC INSTRUCTIONS ON RECORDING POLARITY**

---

*Contents*

3.15.0.1 Scope

3.15.0.2 Sources of information

3.15.0.3 Recording polarity

**3.15.0.1 Scope**

---

- 3.15.0.1.1  **Polarity** indicates the relationship of the colours and tones in an image on film to the colours and tones of the object filmed (e.g., positive, negative).

**3.15.0.2 Sources of information**

---

- 3.15.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the polarity of the resource. If desired, take additional evidence from any source.

### 3.15.0.3 Recording polarity

---

- 3.15.0.3.1 ➤ Record the polarity of a photograph, motion picture film, or microform if it is considered important for identification or selection, using an appropriate term from the list below.

positive  
negative  
mixed polarity

negative  
(*A photographic negative*)

negative  
(*A microfilm*)

- 3.15.0.3.2 ➤ If additional details on polarity are considered important for identification or selection, give them in a note (see 3.15.1).

### 3.15.1 NOTES ON POLARITY

---

#### OPTIONAL ELEMENT

#### *Contents*

- 3.15.1.1 Scope
- 3.15.1.2 Sources of information
- 3.15.1.3 Details of polarity

#### 3.15.1.1 Scope

---

- 3.15.1.1.1  **Notes on polarity** are notes providing additional information on polarity.

#### 3.15.1.2 Sources of information

---

- 3.15.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on polarity. If desired, take additional evidence from any source.

#### 3.15.1.3 Details of polarity

---

- 3.15.1.3.1 ➤ Make notes on details of polarity if they are considered important for identification or selection.

Glass photonegative

- 3.15.1.3.2 ➤ For motion picture films, make a note on the form of print (e.g., negative, positive, reversal, reversal internegative, internegative, interpositive, colour separation, duplicate, fine grain duplicating positive, fine grain duplicating negative). For master material held in

checkerboard cutting form, state if A, B, C, etc., roll.

## 3.16 REDUCTION RATIO

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.16.0 Basic instructions on recording reduction ratio
- 3.16.1 Notes on reduction ratio

### 3.16.0 BASIC INSTRUCTIONS ON RECORDING REDUCTION RATIO

---

#### *Contents*

- 3.16.0.1 Scope
- 3.16.0.2 Sources of information
- 3.16.0.3 Recording reduction ratio

#### 3.16.0.1 Scope

---

- 3.16.0.1.1  **Reduction ratio** indicates the size of a micro-image in relation to the original from which it was produced.
- 3.16.0.1.2  Reduction ratio may be expressed as a range (e.g., high reduction) and/or as a specific ratio (e.g., 120×).

#### 3.16.0.2 Sources of information

---

- 3.16.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the reduction ratio of the resource. If desired, take additional evidence from any source.

#### 3.16.0.3 Recording reduction ratio

---

- 3.16.0.3.1 ➤ Record the reduction ratio of a microform if it is considered important for identification or selection, using an appropriate term(s) from the list below.
  - low reduction  
(*i.e.*, less than 16×)
  - normal reduction  
(*i.e.*, 16×-30×)
  - high reduction  
(*i.e.*, 31×-60×)
  - very high reduction  
(*i.e.*, 61×-90×)
  - ultra high reduction

(i.e., over 90×)

low reduction  
(Reduction ratio of a microfilm)

very high reduction  
(Reduction ratio of a microfiche)

- 3.16.0.3.2 ➤ If the reduction ratio is ultra high (i.e., greater than 90×), specify the ratio, in parentheses, following *ultra high reduction*.

ultra high reduction (150×)

- 3.16.0.3.3 ➤ If additional details on reduction ratio are considered important for identification or selection, give them in a note (see 3.16.1).

### 3.16.1 NOTES ON REDUCTION RATIO

---

#### OPTIONAL ELEMENT

#### *Contents*

- 3.16.1.1 Scope
- 3.16.1.2 Sources of information
- 3.16.1.3 Details of reduction ratio

#### 3.16.1.1 Scope

---

- 3.16.1.1.1  **Notes on reduction ratio** are notes providing additional information on reduction ratio.

#### 3.16.1.2 Sources of information

---

- 3.16.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on reduction ratio. If desired, take additional evidence from any source.

#### 3.16.1.3 Details of reduction ratio

---

- 3.16.1.3.1 ➤ Make notes on details of reduction ratio if they are considered important for identification or selection.

Reduction ratio varies

## 3.17 SOUND CHARACTERISTICS

---

#### OPTIONAL ELEMENT

#### *Contents*

- 3.17.0 Basic instructions on recording sound

characteristics

### 3.17.1 Notes on sound characteristics

## 3.17.0 BASIC INSTRUCTIONS ON RECORDING SOUND CHARACTERISTICS

---

### *Contents*

- 3.17.0.1 Scope
- 3.17.0.2 Sources of information
- 3.17.0.3 Recording sound characteristics
- 3.17.0.4 Type of recording
- 3.17.0.5 Playing speed
- 3.17.0.6 Groove characteristic
- 3.17.0.7 Track configuration
- 3.17.0.8 Tape configuration
- 3.17.0.9 Configuration of playback channels
- 3.17.0.10 Special playback characteristics

### 3.17.0.1 Scope

---

- 3.17.0.1.1  **Sound characteristics** are technical specifications relating to the encoding of sound in a resource.
- 3.17.0.1.2  Sound characteristics include type of recording, playing speed, groove characteristics, track configuration, tape configuration, configuration of playback channels, and special playback characteristics.
- 3.17.0.1.3  For instructions on recording additional characteristics of digitally encoded sound, see 3.20.

### 3.17.0.2 Sources of information

---

- 3.17.0.2.1  Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the sound characteristics of the resource. If desired, take additional evidence from any source.

### 3.17.0.3 Recording sound characteristics

---

- 3.17.0.3.1  Record *sound* to indicate the presence of sound in a resource other than one that consists primarily of recorded sound. If the sound is not integral, describe the carrier of the sound as instructed under 3.1.4.

sound  
(A set of slides with integral sound)

sound  
(A computer chip cartridge with integral sound)

**Exception:**

- 3.17.0.3.2 For ***motion picture films and videos***, record *sound* or *silent* to indicate the presence or absence of a sound track.

silent  
(*A silent motion picture film*)

- 3.17.0.3.3 ➤ If the resource consists primarily of recorded sound, record the following sound characteristics, as applicable to the resource, if they are considered important for identification or selection:
- type of recording (see 3.17.0.4)
  - playing speed (see 3.17.0.5)
  - groove characteristic (see 3.17.0.6)
  - track configuration (see 3.17.0.7)
  - tape configuration (see 3.17.0.8)
  - configuration of playback channels (see 3.17.0.9)
  - special playback characteristics (see 3.17.0.10).
- 3.17.0.3.4 ◇ *Optional addition.* Record the sound characteristics listed above for a resource other than one that consists primarily of sound, as applicable, if they are considered important for identification or selection.
- 3.17.0.3.5 ➤ If additional details on sound characteristics are considered important for identification or selection, give them in a note (see 3.17.1).
- 3.17.0.3.6 ➤ Give details of any special equipment requirements for the playback of sound in a note (see 3.22).

**3.17.0.4 Type of recording**

---

- 3.17.0.4.1 ➤ Record the type of recording (i.e., the way in which the sound is encoded on the resource), using an appropriate term from the list below.

analog  
digital  
magnetic  
optical

digital  
(*Sound encoded digitally on an audio disc*)

- 3.17.0.4.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the type of recording as concisely as possible.
- 3.17.0.4.3 ➤ For instructions on recording the encoding format, etc., for digitally encoded sound, see 3.20.

**3.17.0.5 Playing speed**

---

- 3.17.0.5.1 ➤ Record the playing speed of an audio recording if it is considered



important for identification or selection, using an appropriate measure of speed as instructed below.

- 3.17.0.5.2 ➤ Record the playing speed of an analog disc in revolutions per minute (*rpm*).

33 1/3 rpm

- 3.17.0.5.3 ➤ Record the playing speed of a digital disc in metres per second (*m/s*).

1.4 m/s

- 3.17.0.5.4 ➤ Record the playing speed of an analog tape in inches per second (*ips*).

7 1/2 ips

15/16 ips

3 3/4 ips

- 3.17.0.5.5 ➤ Record the playing speed of a sound track film in frames per second (*fps*).

24 fps

- 3.17.0.5.6 ➤ For instructions on recording the transmission speed of an online sound file (e.g., streaming audio), see 3.20.0.7.

### 3.17.0.6 Groove characteristic

---

- 3.17.0.6.1 ➤ Record the groove width of an analog disc if it is considered important for identification or selection, using an appropriate term from the list below.

coarse  
microgroove

coarse  
(*Groove width of an audio disc*)

- 3.17.0.6.2 ➤ Record the groove pitch of an analog cylinder if it is considered important for identification or selection, using an appropriate term from the list below.

fine  
standard

fine  
(*Groove pitch of an analog cylinder*)

### 3.17.0.7 Track configuration

---

- 3.17.0.7.1 ➤ For sound track films, record the track configuration using an appropriate term from the list below.

centre track

edge track

centre track  
(Track configuration of a sound track film reel)

### 3.17.0.8 Tape configuration

---

- 3.17.0.8.1 ➤ For tape cartridges, cassettes, and reels, record the tape configuration (i.e., the number of tracks on the tape) if it is considered important for identification or selection.

12 track

### 3.17.0.9 Configuration of playback channels

---

- 3.17.0.9.1 ➤ Record the configuration of playback channels if the information is readily ascertainable, using an appropriate term(s) from the list below.

mono  
stereo  
quadraphonic  
surround

stereo  
(Playback channel of an audiocassette)

mono  
(Playback channel of an audio disc)

mono  
stereo  
(Playback channels of an audio disc)

- 3.17.0.9.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the configuration of playback channels as concisely as possible.

### 3.17.0.10 Special playback characteristics

---

- 3.17.0.10.1 ➤ Record special playback characteristics if they are considered important for identification or selection, using an appropriate term(s) from the list below.

CCIR standard  
CX encoded  
dbx encoded  
Dolby-A encoded  
Dolby-B encoded  
Dolby-C encoded  
NAB standard

Dolby-B encoded

*(Playback characteristic of an audiocassette)*

- 3.17.0.10.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the special playback characteristics as concisely as possible.

### **3.17.1 NOTES ON SOUND CHARACTERISTICS**

---

#### **OPTIONAL ELEMENT**

#### *Contents*

- 3.17.1.1 Scope
- 3.17.1.2 Sources of information
- 3.17.1.3 Details of sound characteristics

#### **3.17.1.1 Scope**

---

- 3.17.1.1.1  **Notes on sound characteristics** are notes providing additional information on sound characteristics.

#### **3.17.1.2 Sources of information**

---

- 3.17.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on sound characteristics. If desired, take additional evidence from any source.

#### **3.17.1.3 Details of sound characteristics**

---

- 3.17.1.3.1 ➤ Make notes on details of sound characteristics if they are considered important for identification or selection.

Analog recording  
*(A digital disc made from an analog original)*

Digital recording  
*(An analog disc made from a digital original)*

Vertically cut from inside outward

Recording made with stacked heads

Magnetic sound track

Dolby stereo, mono compatible

### **3.18 PROJECTION CHARACTERISTICS**

---

#### **OPTIONAL ELEMENT**

*Contents*

- 3.18.0 Basic instructions on recording projection characteristics
- 3.18.1 Notes on projection characteristics

### **3.18.0 BASIC INSTRUCTIONS ON RECORDING PROJECTION CHARACTERISTICS**

---

*Contents*

- 3.18.0.1 Scope
- 3.18.0.2 Sources of information
- 3.18.0.3 Recording projection characteristics
- 3.18.0.4 Presentation format
- 3.18.0.5 Projection speed

#### **3.18.0.1 Scope**

---

- 3.18.0.1.1  **Projection characteristics** are technical specifications relating to the projection of a motion picture film.
- 3.18.0.1.2  Projection characteristics include presentation format and projection speed.
- 3.18.0.1.3  For instructions on recording the colour characteristics of a motion picture film, see 3.12.
- 3.18.0.1.4  For instructions on recording the sound characteristics of a motion picture film, see 3.17.

#### **3.18.0.2 Sources of information**

---

- 3.18.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the projection characteristics of the resource. If desired, take additional evidence from any source.

#### **3.18.0.3 Recording projection characteristics**

---

- 3.18.0.3.1 ➤ Record the following projection characteristics, as applicable to the resource, if they are considered important for identification or selection:
  - presentation format (see 3.18.0.4)
  - projection speed (see 3.18.0.5).
- 3.18.0.3.2 ➤ If additional details on projection characteristics are considered important for identification or selection, give them in a note (see 3.18.1).

- 3.18.0.3.3 ➤ Give details of any special equipment requirements for projection in a note (see 3.22).

### 3.18.0.4 Presentation format

---

- 3.18.0.4.1 ➤ Record the presentation format of a motion picture film if it is considered important for identification or selection, using an appropriate term(s) from the list below.

anamorphic  
Cinerama  
Cinemiracle  
Circarama  
IMAX  
multiprojector  
multiscreen  
Panavision  
standard silent aperture  
standard sound aperture  
stereoscopic  
techniscope  
3D  
wide screen

Panavision  
*(Presentation format of a motion picture film)*

- 3.18.0.4.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the presentation format as concisely as possible.

### 3.18.0.5 Projection speed

---

- 3.18.0.5.1 ➤ Record the projection speed of a motion picture film in frames per second (*fps*) if it is considered important for identification or selection.

20 fps

## 3.18.1 NOTES ON PROJECTION CHARACTERISTICS

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.18.1.1 Scope  
3.18.1.2 Sources of information  
3.18.1.3 Details of projection characteristics

**3.18.1.1 Scope**

---

- 3.18.1.1.1  **Notes on projection characteristics** are notes providing additional information on projection characteristics.

**3.18.1.2 Sources of information**

---

- 3.18.1.2.1  Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on projection characteristics. If desired, take additional evidence from any source.

**3.18.1.3 Details of projection characteristics**

---

- 3.18.1.3.1  Make notes on details of projection characteristics if they are considered important for identification or selection.

[Example]

**3.19 VIDEO CHARACTERISTICS**

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---

**OPTIONAL ELEMENT***Contents*

- 3.19.0 Basic instructions on recording video characteristics
- 3.19.1 Notes on video characteristics

**3.19.0 BASIC INSTRUCTIONS ON RECORDING VIDEO CHARACTERISTICS**

---

*Contents*

- 3.19.0.1 Scope
- 3.19.0.2 Sources of information
- 3.19.0.3 Recording video characteristics
- 3.19.0.4 Video format
- 3.19.0.5 Broadcast standard

**3.19.0.1 Scope**

---

- 3.19.0.1.1  **Video characteristics** are technical specifications relating to the encoding of video images in a resource.
- 3.19.0.1.2  Video characteristics include video format, broadcast standard, resolution, aspect ratio, and bandwidth.
- 3.19.0.1.3  For instructions on recording the colour characteristics of a video, see 3.12.

- 3.19.0.1.4 □ For instructions on recording the sound characteristics of a video, see 3.17.
- 3.19.0.1.5 □ For instructions on recording additional characteristics of digitally encoded video, see 3.20.

### **3.19.0.2 Sources of information**

---

- 3.19.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the video characteristics of the resource. If desired, take additional evidence from any source.

### **3.19.0.3 Recording video characteristics**

---

- 3.19.0.3.1 ➤ Record the following video characteristics, as applicable to the resource, if they are considered important for identification or selection:
  - video format (see 3.19.0.4)
  - broadcast standard (see 3.19.0.5).
- 3.19.0.3.3 ➤ If details on resolution, aspect ratio, bandwidth, or other video characteristics are considered important for identification or selection, give them in a note (see 3.19.1).
- 3.19.0.3.3 ➤ Give details of any special equipment requirements for video playback in a note (see 3.22).

### **3.19.0.4 Video format**

---

- 3.19.0.4.1 ➤ Record the video format of the resource if it is considered important for identification or selection, using an appropriate term from the list below.

Beta  
 Betacam  
 Betacam SP  
 CED  
 D-2  
 EIAJ  
 8 mm  
 Hi-8 mm  
 Laser optical  
 M-II  
 Quadruplex  
 Super-VHS  
 Type C  
 U-matic  
 VHS

Beta  
*(Video format of a videocassette)*

CED

*(Video format of a videodisc)*

- 3.19.0.4.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the video format as concisely as possible.

LaserVision CAV

VHS Hi-fi

- 3.19.0.4.3 ➤ For instructions on recording the encoding format, etc., for digitally encoded video, see 3.20.

### **3.19.0.5 Broadcast standard**

---

- 3.19.0.5.1 ➤ Record the broadcast standard of the resource if it is considered important for identification or selection, using an appropriate term from the list below.

HDTV

NTSC

PAL

SECAM

PAL

*(Broadcast standard of a videotape)*

- 3.19.0.5.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the broadcast standard as concisely as possible.

## **3.19.1 NOTES ON VIDEO CHARACTERISTICS**

---

### **OPTIONAL ELEMENT**

#### *Contents*

3.19.1.1 Scope

3.19.1.2 Sources of information

3.19.1.3 Details of video characteristics

### **3.19.1.1 Scope**

---

- 3.19.1.1.1 □ **Notes on video characteristics** are notes providing additional information on video characteristics.

### **3.19.1.2 Sources of information**

---

- 3.19.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on video characteristics. If desired, take additional evidence from any source.



### 3.19.1.3 Details of video characteristics

---

- 3.19.1.3.1 ➤ Make notes on resolution (number of lines and frame rates), aspect ratio (width to height), bandwidth, and other details of video characteristics if they are considered important for identification or selection.

Resolution: 1080i

Standard: 405 lines, 50 field, high band

One side CAV, one side CLV

- 3.19.1.3.2 ➤ Make a note on the regional encoding if it is considered important for identification or selection.

Region 4

*(Regional encoding for a DVD videodisc)*

## 3.20 DIGITAL FILE CHARACTERISTICS

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.20.0 Basic instructions on recording digital file characteristics
- 3.20.1 Notes on digital file characteristics

### 3.20.0 BASIC INSTRUCTIONS ON RECORDING DIGITAL FILE CHARACTERISTICS

---

#### *Contents*

- 3.20.0.1 Scope
- 3.20.0.2 Sources of information
- 3.20.0.3 Recording digital file characteristics
- 3.20.0.4 File type
- 3.20.0.5 Encoding format
- 3.20.0.6 File size
- 3.20.0.7 Transmission speed
- 3.20.0.8 Representation of cartographic images

#### 3.20.0.1 Scope

---

- 3.20.0.1.1 □ **Digital file characteristics** are technical specifications relating to the digital encoding of text, image, audio, video, and other types of data in a resource.

- 3.20.0.1.2 □ Digital file characteristics include file type, encoding format, file size, transmission speed, data type, object type, number of objects, density, sectoring, etc.
- 3.20.0.1.3 □ For instructions on recording the colour characteristics of a digital file, see 3.12.
- 3.20.0.1.4 □ For instructions on recording other sound characteristics of a digital file, see 3.17.
- 3.20.0.1.5 □ For instructions on recording other video characteristics of a digital file, see 3.19.

### **3.20.0.2 Sources of information**

---

- 3.20.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the digital file characteristics of the resource. If desired, take additional evidence from any source.

### **3.20.0.3 Recording digital file characteristics**

---

- 3.20.0.3.1 ➤ Record the following digital file characteristics, as applicable to the resource, if they are considered important for identification or selection:
  - file type (see 3.20.0.4)
  - encoding format (see 3.20.0.5)
  - file size (see 3.20.0.6)
  - transmission speed (see 3.20.0.7).
- 3.20.0.3.2 ➤ For digitally encoded cartographic images, record (in addition to the applicable characteristics listed above) data type, object type, and number of objects, as instructed under 3.20.0.8.
- 3.20.0.3.3 ➤ If additional details on digital file characteristics are considered important for identification or selection, give them in a note (see 3.20.1).
- 3.20.0.3.4 ➤ Give details of any special equipment requirements in a note (see 3.22).

### **3.20.0.4 File type**

---

- 3.20.0.4.1 ➤ Record the file type if it can be readily ascertained and is considered important for identification or selection, using an appropriate term(s) from the list below.
    - audio file
    - data file
    - image file
    - program file
    - text file
    - video file
- image file

*(File type for an online resource containing images)*

audio file

text file

*(File types for a resource containing both audio and text files)*

- 3.20.0.4.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the file type as concisely as possible.

### **3.20.0.5 Encoding format**

---

- 3.20.0.5.1 ➤ Record the encoding format if it can be readily ascertained and is considered important for identification or selection, using an appropriate term(s) from the list below.

*Audio encoding formats*

CD audio

DVD audio

MP3

Real audio

SACD

WAV

*Data encoding formats*

Access

Excel

Lotus

XML

*Image encoding formats*

ARC/INFO

CAD

E00

GIF

GIS

JPEG

MID/MIF

TIFF

*Text encoding formats*

ASCII

HTML

MS Word

PDF

RTF

SGML

Word Perfect

XHTML

*Video encoding formats*

DVD video

MPEG-4

Quicktime  
 Real video  
 SVCD  
 VCD  
 Windows media

TIFF  
*(Encoding format of a digital image)*

HTML  
 GIF  
*(Encoding formats of an online resource with text and images)*

- 3.20.0.5.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the encoding format as concisely as possible.

Mozart

PowerPoint

### 3.20.0.6 File size

---

- 3.20.0.6.1 ➤ Record the file size if it can be readily ascertained and is considered important for identification or selection. Give file size in bytes, kilobytes (*KB*), megabytes (*MB*), or gigabytes (*GB*), as appropriate.

182 KB

6.6 MB

### 3.20.0.7 Transmission speed

---

- 3.20.0.7.1 ➤ Record the transmission speed of the file, in kilobytes per second (*kbps*), if it can be readily ascertained and is considered important for identification or selection (e.g., for streaming audio or video).

32 kbps

### 3.20.0.8 Representation of cartographic images

---

- 3.20.0.8.1 ➤ For digitally encoded cartographic images, record the following information if it can be readily ascertained and is considered important for identification or selection:

data type (i.e., *raster*, *vector*, or *point*)  
 object type (i.e., *point*, *line*, *polygon*, or *pixel*)  
 number of objects used to represent spatial information.

point  
*(Data type)*

point  
*(Object type)*

raster  
(Data type)

pixel  
(Object type)

5,000 × 5,000  
(Number of objects)

vector  
(Data type)

points, lines and polygons  
(Object type)

vector  
(Data type)

network chains  
(Object type)

vector  
(Data type)

point  
(Object type)

13671  
(Number of objects)

string  
(Object type)

20171  
(Number of objects)

GT-polygon composed of chains  
(Object type)

13672  
(Number of objects)

- 3.20.0.8.2 ➤ If additional details on the digital representation of a cartographic image (e.g., topology level, compression) are considered important for identification or selection, give them in a note (see 3.20.1).

### 3.20.1 NOTES ON DIGITAL FILE CHARACTERISTICS

---

#### OPTIONAL ELEMENT

##### *Contents*

- 3.20.1.1 Scope
- 3.20.1.2 Sources of information
- 3.20.1.3 Details of digital file characteristics

**3.20.1.1 Scope**

---

- 3.20.1.1.1 □ **Notes on digital file characteristics** are notes providing additional information on digital file characteristics.

**3.20.1.2 Sources of information**

---

- 3.20.1.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on digital file characteristics. If desired, take additional evidence from any source.

**3.20.1.3 Details of digital file characteristics**

---

- 3.20.1.3.1 ➤ Make notes on recording density, sectoring, and other details of digital file characteristics if they are considered important for identification or selection.

Single density

Soft sectored

6,250 bpi

Distributed as a Zip file

Topology level 2

Not copy-protected

Hierarchical file structure

Number of variables: 960

Window media version streams at 700 kbps; Real  
Media version streams at 225 kbps

**3.21 NOTES ON CHANGES IN CARRIER CHARACTERISTICS**

---

---

**OPTIONAL ELEMENT***Contents*

- 3.21.0 Basic instructions on noting changes in carrier characteristics

## 3.21.0 BASIC INSTRUCTIONS ON NOTING CHANGES IN CARRIER CHARACTERISTICS

---

### *Contents*

- 3.21.0.1 Scope
- 3.21.0.2 Sources of information
- 3.21.0.3 Noting changes in carrier characteristics

### 3.21.0.1 Scope

---

- 3.21.0.1.1  **Notes on changes in carrier characteristics** are notes on changes in carrier characteristics that occur in subsequent issues or parts of a resource issued in successive parts or between iterations of an integrating resource.

### 3.21.0.2 Sources of information

---

- 3.21.0.2.1  Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on changes in carrier characteristics. If desired, take additional evidence from any source.

### 3.21.0.3 Noting changes in carrier characteristics

---

- 3.21.0.3.1  Make notes on changes in carrier characteristics as follows.
- a) Resource issued in successive parts**
- 3.21.0.3.1a.1 If carrier characteristics recorded in any of the elements covered under 3.6–3.20 are changed in a subsequent issue or part, make a note if the change is considered important for identification or selection. If the changes have been numerous, a general statement may be made.
- b) Integrating resource**
- 3.21.0.3.1b.1 Make notes on carrier characteristics no longer present on the current iteration if the change is considered important for identification or selection. If the changes have been numerous, a general statement may be made.

## 3.22 NOTES ON EQUIPMENT AND SYSTEM REQUIREMENTS

---

### OPTIONAL ELEMENT

### *Contents*

- 3.22.0 Basic instructions on noting equipment and system requirements

## 3.22.0 BASIC INSTRUCTIONS ON NOTING EQUIPMENT AND SYSTEM REQUIREMENTS

---

### *Contents*

- 3.22.0.1 Scope
- 3.22.0.2 Sources of information
- 3.22.0.3 Noting equipment and system requirements

### 3.22.0.1 Scope

---

- 3.22.0.1.1  **Notes on equipment and system requirements** are notes on equipment and systems required for use, playback, etc., of a resource.
- 3.22.0.1.2  Equipment and systems requirements include requirements relating to equipment required to play or view an analog resource as well as hardware, software, peripherals, etc., required to view, play, run, etc., a digital resource.

### 3.22.0.2 Sources of information

---

- 3.22.0.2.1  Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on the equipment and system requirements of the resource. If desired, take additional evidence from any source.

### 3.22.0.3 Noting equipment and system requirements

---

- 3.22.0.3.1  Make a note on any equipment and/or system requirements beyond what is normal and obvious for the type of carrier or type of file (e.g., the make and model of equipment or hardware, the operating system, the amount of memory, or any plug-ins or peripherals required to play, view, or run the resource).

For Information Design reader

For 65-note player piano

Filmslip mounted in rigid format for use with  
Phono-viewer

Requires RTI Series 500 CD-ROM DataDrive

Requires IBM PC AT or XT and CD-ROM player and  
drive

System requirements: IBM PC; 64K; colour card; 2  
disk drives

System requirements: Adobe Acrobat Reader



System requirements: IBM-compatible PC with a Pentium processor or higher; 128MB of RAM; Windows 98, 2000, or XP; 11MB of available hard disk space; Windows-based word processing program

System requirements: Windows: 98SE/2K/XP (preferred) PC, 400 MHZ PII or higher recommended, 64 MB RAM, 14X CDROM drive, 800x600, 16 bit color (thousands of colors), Microsoft DirectX5.2 or OpenGL (recommended)

System requirements: Macintosh: power Macintosh/Power PC, OS9.1, OSX, 32 MB RAM, 14x CDROM drive

**Alternative:**

3.22.0.3.2

Make a note giving the equipment and/or system requirements as they are presented on the resource.

System requirements: Windows XP SP2, 256 MB; Vista, 512 MB; 1.0 GHz; 15 GB hard drive; 56.6 kbps or better for Internet play; DirectX 9 hardware compatibility and audio card with speakers and/or headphones; DirectX 9.0c compliant video card with 32mb of ram and support for hardware transformation and lighting

## 3.23 NOTES ON ITEM-SPECIFIC CARRIER CHARACTERISTICS

---

### OPTIONAL ELEMENT

#### *Contents*

- 3.23.0 Basic instructions on noting item-specific carrier characteristics
- 3.23.1 Item-specific carrier characteristics of early printed resources

### 3.23.0 BASIC INSTRUCTIONS ON NOTING ITEM-SPECIFIC CARRIER CHARACTERISTICS

---

#### *Contents*

- 3.23.0.1 Scope
- 3.23.0.2 Sources of information
- 3.23.0.3 Noting item-specific carrier characteristics

**3.23.0.1 Scope**

---

- 3.23.0.1.1  **Item-specific carrier characteristics** are characteristics that apply to the carrier(s) of the specific copy or instance of a resource that is being described.
- 3.23.0.1.2  Item-specific carrier characteristics include any carrier characteristics that are assumed not to apply to other copies or instances of the resource.

**3.23.0.2 Sources of information**

---

- 3.23.0.2.1 ➤ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for making notes on item-specific carrier characteristics. If desired, take additional evidence from any source.

**3.23.0.3 Noting item-specific carrier characteristics**

---

- 3.23.0.3.1 ➤ Make notes on any item-specific carrier characteristics that are considered important for identification or selection.

Library's copy imperfect: leaves preceding leaf 81 and leaves after leaf 149 are lacking

Library's copy lacks appendices, p. 245-260

Library's copy has errata sheets inserted

Manuscript notes by author on endpapers

- 3.23.0.3.2 ➤ Make notes on details of the library's holdings of a serial, integrating resource, or multipart monograph if those holdings are incomplete.

Library set lacks slides 7-9

**3.23.1 ITEM-SPECIFIC CARRIER CHARACTERISTICS OF EARLY PRINTED RESOURCES**

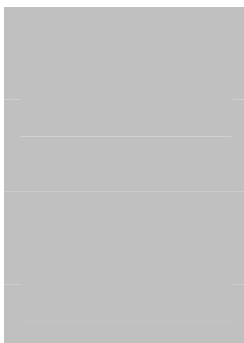
---

- 3.23.1.1 ➤ For early printed resources, make notes on special features of the copy in hand. These include rubrication, illumination and other hand colouring, manuscript additions, binding (if noteworthy), and imperfections.

Leaves I5-6 incorrectly bound between h3 and h4

Imperfect: wanting leaves 12 and 13 (b6 and c1); also the blank last leaf (S8)

On vellum. Illustrations and part of borders hand coloured. With illuminated initials. Rubricated in red and blue



Contemporary doeskin over boards; clasp. Stamp:  
Château de La Roche Guyon, Bibliothèque

Blind stamped pigskin binding (1644) with  
initials C.S.A.C.

Inscription on inside of front cover: Theodorinis  
ab Engelsberg

Signed: Alex. Pope

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## Addendum to RDA Part A - Chapter 4

*Note: This addendum contains revisions to RDA chapter 4 that are related to changes made in the revised draft of chapter 3 (March 2007). It includes revised instructions on elements transferred from chapter 3 to chapter 4 as a result of the realignment of those chapters with attributes of manifestation (chapter 3) and attributes of work and expression (chapter 4) as defined in FRBR. It also includes instructions on Content type that are being added to chapter 4 as the counterpart to the instructions on Media type in chapter 3.*

**Chapter 4 will be reorganized to differentiate between attributes of the work and attributes of the expression as follows:**

### *Contents*

#### 4.0 Purpose and scope

---

#### 4.1 General guidelines on describing content

---

#### 4.2 Content type

---

##### 4.2.0 Basic instructions on recording content type

#### *Attributes of the work*

#### 4.3 Nature and scope of the content

---

##### 4.3.0 Basic instructions on describing the nature and scope of the content

#### 4.4 Intended audience

---

##### 4.4.0 Basic instructions on describing the intended audience

#### 4.5 Summarization of the content

---

##### 4.5.0 Basic instructions on summarizing the content

#### 4.6 System of arrangement

---

##### 4.6.0 Basic instructions on noting system of arrangement

#### 4.7 Dissertations

---

##### 4.7.0 Basic instructions on noting dissertation information

#### *Attributes of the expression*

#### 4.8 Language, etc., of the content

---

##### 4.8.0 Basic instructions on recording language, etc.

##### 4.8.1 Notes on language, etc.

#### 4.9 Illustrative content

---

- 4.9.0 Basic instructions on recording illustrative content
- 4.9.1 Notes on illustrative content

#### 4.10 Format of notated music

---

- 14.10.0 Basic instructions on recording the format of notated music

#### 4.11 Medium of performance of musical content

---

- 4.11.0 Basic instructions on recording medium of performance
- 4.11.1 Notes on medium of performance

#### 4.12 Duration

---

- 4.12.0 Basic instructions on recording duration
- 4.12.1 Notes on duration

#### 4.13 Scale of cartographic content

---

- 4.13.0 Basic instructions on recording scale of cartographic content
- 4.13.1 Additional scale information
- 4.13.2 Variations in scale
- 4.13.3 Cartographic content not drawn to scale
- 4.13.4 Nonlinear scale
- 4.13.5 Vertical and horizontal scales

#### 4.14 Projection of cartographic content

---

- 4.14.0 Basic instructions on recording projection of cartographic content

#### 4.15 Coordinates of cartographic content

---

- 4.15.0 Basic instructions on recording coordinates of cartographic content

#### 4.16 Magnitude of cartographic content

---

- 4.16.0 Basic instructions on recording magnitude of cartographic content

#### 4.17 Other details of cartographic content

---

- 4.17.0 Basic instructions on noting other details of cartographic content

#### 4.18 Awards

---

- 4.18.0 Basic instructions on noting information on awards

*The following will be added under 4.2 (Content type):*

## 4.2 CONTENT TYPE

---

### REQUIRED ELEMENT

#### *Contents*

4.2.0 Basic instructions on recording content type

### 4.2.0 BASIC INSTRUCTIONS ON RECORDING CONTENT TYPE

---

#### *Contents*

4.2.0.1 Scope

4.2.0.2 Recording content type

#### 4.2.0.1 Scope

---

- 4.2.0.1.1  **Content type** reflects the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in image(s), content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement.
- 4.2.0.1.2  Content type reflects attributes of both work and expression.

#### 4.2.0.2 Recording content type

---

- 4.2.0.2.1 ➤ Record the type(s) of content contained in the resource using one or more of the terms listed in **Table 1**. Record as many terms as are applicable to the resource being described.

***Alternative:***

- 4.2.0.2.2 If the resource being described consists of more than one content type, record only
- a) the content type that applies to the predominant part of the resource (if there is a predominant part)
  - or b) the content types that apply to the most substantial parts of the resource (including the predominant part, if there is one).
- using one or more of the terms listed in **Table 1**, as appropriate.
-

TABLE 1

TERM	SCOPE
<i>cartographic dataset</i>	Cartographic content <sup>1</sup> expressed through a digitally encoded dataset(s) intended to be processed by a computer. For cartographic data intended to be perceived in the form of an image(s) or three-dimensional form(s), see <i>cartographic image</i> and <i>cartographic three-dimensional form</i> , respectively.
<i>cartographic image</i>	Cartographic content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes maps, views, remote-sensing images, etc.
<i>cartographic moving image</i>	Cartographic content expressed through images intended to be perceived as moving, in two dimensions. Includes satellite images of the earth or other celestial bodies in motion.
<i>cartographic tactile image</i>	Cartographic content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image(s) in two dimensions.
<i>cartographic tactile three-dimensional form</i>	Cartographic content expressed through a form or forms intended to be perceived through touch as a three-dimensional form(s).
<i>cartographic three-dimensional form</i>	Cartographic content expressed through a form or forms intended to be perceived visually from more than one side. Includes globes, relief models, etc.
<i>computer dataset</i>	Content expressed through a digitally encoded dataset(s) intended to be processed by a computer. Includes numeric data, environmental data, etc., used by applications software to calculate averages, correlations, etc., or to produce models, etc., but not normally displayed in its raw form. For data intended to be perceived visually in the form of notation, image(s), or three-dimensional form(s), see <i>moving image</i> , <i>notated movement</i> , <i>notated music</i> , <i>still image</i> , <i>text</i> , <i>three-dimensional form</i> , and <i>three-dimensional moving image</i> . For data intended to be perceived in an audible form, see <i>performed music</i> , <i>sounds</i> , and <i>spoken word</i> . For cartographic data see <i>cartographic dataset</i> .

---

<sup>1</sup> The term *cartographic content* denotes content that represents the whole or part of the Earth or any celestial body at any scale.



<i>computer program</i>	Content expressed through digitally encoded instructions intended to be processed and performed by a computer. Includes operating systems, applications software, etc.
<i>moving image</i>	Content expressed through images intended to be perceived as moving, in two dimensions. Includes motion pictures (using live action and/or animation), film and video recordings of performances, events, etc., video games, etc., other than those intended to be perceived in three dimensions (see <i>three-dimensional moving image</i> ). Moving images may or may not be accompanied by sound.
<i>notated movement</i>	Content expressed through a notational system for movement intended to be perceived visually. Includes all forms of movement notation other than those intended to be perceived through touch (see <i>tactile notated movement</i> ).
<i>notated music</i>	Content expressed through a notational system for music intended to be perceived visually. Includes all forms of music notation other than those intended to be perceived through touch (see <i>tactile music</i> ).
<i>performed music</i>	Content expressed through music in an audible form. Includes recorded performances of music, computer-generated music, etc.
<i>sounds</i>	Content other than language or music, expressed in an audible form. Includes natural sounds, artificially produced sounds, etc.
<i>spoken word</i>	Content expressed through language in an audible form. Includes recorded readings, recitations, speeches, etc., computer-generated speech, etc.
<i>still image</i>	Content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes drawings, paintings, diagrams, photographic images (stills), etc.
<i>tactile image</i>	Content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image(s) in two dimensions.
<i>tactile music</i>	Content expressed through a notational system for music intended to be perceived through touch. Includes Braille music and other tactile systems of music notation.
<i>tactile notated movement</i>	Content expressed through a notational system for movement intended to be perceived through touch.
<i>tactile text</i>	Content expressed through a notational system for language intended to be perceived through touch. Includes Braille text and other tactile systems of language notation.

<i>tactile three-dimensional form</i>	Content expressed through a form or forms intended to be perceived through touch as a three-dimensional form.
<i>text</i>	Content expressed through a notational system for language intended to be perceived visually. Includes all forms of language notation other than those intended to be perceived through touch (see <i>tactile text</i> ).
<i>three-dimensional form</i>	Content expressed through a form or forms intended to be perceived visually from more than one side. Includes sculptures, models, naturally occurring objects and specimens, holograms, etc.
<i>three-dimensional moving image</i>	Content expressed through images intended to be perceived as moving, in three dimensions. Includes 3-D motion pictures (using live action and/or animation), 3-D video games, etc. Three-dimensional moving images may or may not be accompanied by sound.

- 
- 4.2.0.2.3 ➤ If none of the terms listed above apply to the content of the resource being described, record *other*.
- 4.2.0.2.4 ➤ If the content type(s) applicable to the resource being described cannot be readily ascertained, record *unspecified*.

***The instructions formerly under 4.4 (Language, script, etc., of the content) will be reorganized under 4.8 as follows:***

## **4.8 LANGUAGE, ETC., OF THE CONTENT**

---

### **OPTIONAL ELEMENT**

#### *Contents*

- 4.8.0 Basic instructions on recording language, etc.  
4.8.1 Notes on language, etc.

***The instructions under 4.8.0 will be organized as follows:***

### **4.8.0 BASIC INSTRUCTIONS ON RECORDING LANGUAGE, ETC.**

---

#### *Contents*

- 4.8.0.1 Scope  
4.8.0.2 Sources of information

- 4.8.0.3 Recording language, etc., of the content
- 4.8.0.4 Language
- 4.8.0.5 Script
- 4.8.0.6 Music notation system
- 4.8.0.7 Tactile system of notation

***The instructions on recording the tactile system(s) of notation used to express the content of a resource (formerly in chapter 3 under 3.6.1) will be revised and placed under 4.8.0.7 as follows:***

#### **4.8.0.7 Tactile system of notation**

---

- 4.8.0.7.1 ➤ If the content of the resource is expressed in a tactile system of notation, record the system of notation using an appropriate term(s) from the list below.
- braille
  - computer braille
  - mathematics braille
  - Moon type
  - music braille
  - tactile music notation
- braille  
(*Tactile system of notation of a resource with text in braille*)
- 4.8.0.7.2 ➤ If none of the terms listed above is appropriate or sufficiently specific, use a term designating the tactile system of notation as concisely as possible.
- English Braille
  - chess code
  - Nemeth code
- 4.8.0.7.3 ➤ If the level of contraction is known, specify it in accordance with national practice, in parentheses, following the term designating the system of notation.
- English Braille (grade 3)  
(*Tactile system of notation for a resource described by an agency in the United Kingdom*)
  - braille (uncontracted)  
(*Tactile system of notation for a resource in grade 1 braille described by an agency in the United States*)

***The instructions under 4.8.1 will be organized as follows:***

## 4.8.1 NOTES ON LANGUAGE, ETC.

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### OPTIONAL ELEMENT

#### *Contents*

- 4.8.1.1 Scope
- 4.8.1.2 Sources of information
- 4.8.1.3 Details of language
- 4.8.1.4 Details of script
- 4.8.1.5 Details of music notation system
- 4.8.1.6 Details of tactile system of notation

***The instructions on recording additional information on the tactile system(s) of notation used to express the content of a resource (formerly in chapter 3 under 3.6.13.4) will be revised and placed under 4.8.1.6 as follows:***

### 4.8.1.6 Details of tactile system of notation

---

- 4.8.1.6.1 ➤ Make notes on details of the tactile system(s) of notation used to express the content of the resource if they are considered important for identification or selection.

Contains print and braille

Contains print, braille, and tactile images

Contains braille and tactile images

Tactile lines for country boundaries, solid dots for capitals

Key to symbols in grade 2 braille

Tactile diagrams, legends in grade 2 English Braille

Labels in grade 1 French Braille

***The instructions formerly in chapter 3 under 3.6.6 (Illustrative matter) will be reorganized under 4.9 as follows:***

## 4.9 ILLUSTRATIVE CONTENT

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### OPTIONAL ELEMENT

*Contents*

- 4.9.0 Basic instructions on recording illustrative content
- 4.9.1 Notes on illustrative content

***The instructions on recording the illustrative content of a resource (formerly in chapter 3 under 3.6.6) will be revised and placed under 4.9.0 as follows:***

#### **4.9.0 BASIC INSTRUCTIONS ON RECORDING ILLUSTRATIVE CONTENT**

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*Contents*

- 4.9.0.1 Scope
- 4.9.0.2 Sources of information
- 4.9.0.3 Recording illustrative content

#### **4.9.0.1 Scope**

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- 4.9.0.1.1  **Illustrative content** indicates the presence of content designed to illustrate the primary content of a resource.
- 4.9.0.1.2  For instructions on recording the nature of the primary content of a resource, see 4.3.

#### **4.9.0.2 Sources of information**

---

- 4.9.0.2.1 ➤ Take information to be used in recording illustrative content from any source.

#### **4.9.0.3 Recording illustrative content**

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- 4.9.0.3.1 ➤ If the resource contains illustrative content, record *illustration(s)*. Tables containing only words and/or numbers are not considered as illustrative content. Disregard illustrated title pages, etc., and minor illustrations.

*illustrations*  
(*Resource contains illustrations*)

- 4.9.0.3.2 ◇ *Optional addition.* Record the type of illustrative content, if considered important for identification or selection, using an appropriate term(s) from the list below.

charts  
coats of arms  
facsimiles  
forms  
genealogical tables  
illuminations  
maps

music  
 photographs  
 plans  
 plates  
 portraits  
 samples

coats of arms  
 facsimiles  
 portraits

*(Resource contains all three types of illustrative content)*

- 4.9.0.3.3 If none of the terms listed above is appropriate or sufficiently specific, use a term designating the type of illustrative content as concisely as possible.

computer drawings

- 4.9.0.3.4 ◇ *Optional addition.* Record the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

48 illustrations

100 maps

- 4.9.0.3.5 ➤ If additional details on illustrative content are considered important for identification or selection, give them in a note (see 4.9.1).

***Instructions on recording additional information on the illustrative content of a resource will be added under 4.9.1 as follows:***

## 4.9.1 NOTES ON ILLUSTRATIVE CONTENT

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### OPTIONAL ELEMENT

#### *Contents*

- 4.9.1.1 Scope
- 4.9.1.2 Sources of information
- 4.9.1.3 Details of illustrative content

### 4.9.1.1 Scope

---

- 4.9.1.1.1 □ **Notes on illustrative content** are notes providing additional information on the illustrative content in a resource.

**4.9.1.2 Sources of information**

---

- 4.9.1.2.1 ➤ Take information to be used in notes on illustrative content from any source.

**4.9.1.3 Details of illustrative content**

---

- 4.9.1.3.1 ➤ Make notes on details of illustrative content in the resource if they are considered important for identification or selection.

Coloured map of Australia on endpapers

*The instructions on recording the duration of the content of a resource (formerly in chapter 3 under 3.4.0.10) will be reorganized under 4.12 as follows:*

**4.12 DURATION**

---

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**OPTIONAL ELEMENT***Contents*

- 4.12.0 Basic instructions on recording duration  
4.12.1 Notes on duration

*The instructions on recording the duration of the content of a resource (formerly in chapter 3 under 3.4.0.10) will be revised and placed under 4.12.0 as follows:*

**4.12.0 BASIC INSTRUCTIONS ON RECORDING DURATION**

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*Contents*

- 4.12.0.1 Scope  
4.12.0.2 Sources of information  
4.12.0.3 Playing time, running time, etc.  
4.12.0.4 Performance time

**4.12.0.1 Scope**

---

- 4.12.0.1.1  **Duration** is the playing time, running time, etc., of the content of a resource.
- 4.12.0.1.2  Duration also includes performance time for the content of a resource containing notated music (see 4.12.0.4).

**4.12.0.2 Sources of information**

---

- 4.12.0.2.1 ➤ Take information to be used in recording duration from any source.

**4.12.0.3 Playing time, running time, etc.**

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- 4.12.0.3.1 ➤ If the resource being described has a playing time, running time, etc., record the time as follows:
- a) if the total playing time, running time, etc., is stated on the resource, record the time stated
    - 40 min.  
(*Playing time of the content of an audiocassette*)
    - 3 min., 23 sec.  
(*Playing time of the content of a film cartridge*)
    - 27 min.  
(*Playing time of the content of an online video file*)
    - 75 min.  
(*Playing time of the content of a videocassette*)
    - 1 hr., 30 min.  
(*Total playing time of the content of 2 audio discs*)
  - b) if the total playing time, running time, etc., is not stated on the resource but is readily ascertainable, record it
    - 30 min.  
(*Playing time of the content of a videotape reel*)
  - c) if the total playing time, running time, etc., is neither stated on the resource nor readily ascertainable, record an approximate time preceded by *approximately*.
    - approximately 7 min.  
(*Approximate playing time of the content of a piano roll*)
    - approximately 90 min.  
(*Approximate total playing time of the content of 2 film reels*)
  - d) if the total playing time, running time, etc., cannot be approximated, omit it.

**Alternative:**

- 4.12.0.3.2 If the resource consists of more than one unit, and the units have a stated uniform playing time, running time, etc., or an approximate uniform playing time, running time, etc., record the playing time, running time, etc., of each unit followed by *each*.

60 min. each  
(*Playing time of the content of each cassette in a set of 31*)



*audiocassettes)*

approximately 30 min. each

*(Approximate playing time of the content of each cassette in a set of 11 audiocassettes)*

50 min. each

*(Playing time of the content of each cassette in a set of 31 audiocassettes)*

approximately 20 min. each

*(Approximate playing time of the content of each file in an online resource consisting of 3 audio files)*

#### 4.12.0.4 Performance time

---

- 4.12.0.4.1 ➤ For notated music, if the performance time is stated on the resource, record the time stated.

18 min.

approximately 1 hr., 10 min.

***The instructions on recording additional information on the duration of the content of a resource (formerly in chapter 3 under 3.4.5.5 and 3.4.5.6) will be placed under 4.12.1 as follows:***

#### 4.12.1 NOTES ON DURATION

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##### OPTIONAL ELEMENT

##### *Contents*

- 4.12.1.1 Scope
- 4.12.1.2 Sources of information
- 4.12.1.3 Duration of individual components
- 4.12.1.4 Resource containing both sound and/or moving images and text, still images, etc.

#### 4.12.1.1 Scope

---

- 4.12.1.1.1 □ **Notes on duration** are notes providing additional information on the duration of the content of a resource.

#### 4.12.1.2 Sources of information

---

- 4.12.1.2.1 ➤ Take information to be used in notes on duration from any source.

#### 4.12.1.3 Duration of individual components

---

- 4.12.1.3.1 ➤ When preparing a comprehensive description for a resource consisting of

more than one component, make a note giving the duration of each component. See also 4.12.0.3.

Durations: 17 min.; 23 min.; 9 min.

Durations: 9:41; 16:00; 24:00

***Alternative:***

4.12.1.3.2

If the components are listed individually in a description of the contents of the resource (see 7.X.X), give the duration of each with the listing for the component.

**4.12.1.4 Resource containing both sound and/or moving images and text, still images, etc.**

---

4.12.1.4.1

- Make a note giving the duration of the sound and/or moving images and the number of pages of text, frames of still images, etc., for resources that contain both. See also 3.4.6.10.

Eighty min. of moving images and 2400 frames of still images

*(Duration of moving images and number of frames of still images on a videodisc)*

***Alternative:***

4.12.1.4.2

If the sound and/or moving image components are listed individually in a description of the contents of the resource (see 7.X.X), give the duration of each with the listing for the component.

## GLOSSARY

- Aperture card.** A card with one or more rectangular openings or apertures holding frames of microfilm.
- Audio.** Media used to store recorded sound, designed for use with a playback device such as a turntable, audiocassette player, CD player, or MP3 player.
- Audio cartridge.** A cartridge containing an audio tape.
- Audio cylinder.** A roller-shaped object on which sound waves are incised or indented in a continuous circular groove.
- Audio disc.** A disc on which sound waves, recorded as modulations, pulses, etc., are incised or indented in a continuous spiral groove.
- Audio film reel.** An open reel holding a length of film on which the sound intended to accompany moving images is recorded.
- Audio roll.** A roll of paper on which musical notes are represented by perforations, designed to mechanically reproduce the music when used in a player piano, player organ, etc.
- Audiotape.** A length of magnetic tape on which are recorded electrical signals that can be converted to sound using audio playback equipment.
- Audiocassette.** A cassette containing an audio tape.
- Audiotape reel.** An open reel holding a length of audio tape to be used with reel-to-reel audio equipment.
- Binding.** An outer cover affixed to a gathering of one or more sheets.
- Card.** A small sheet of opaque material.
- Cartographic.** Content representing the whole or part of the Earth or any celestial body at any scale.
- Cartridge.** 1. A casing fitted with a single reel holding a length of tape or film that has its ends joined together in a continuous loop. 2. A casing fitted with a single reel or hub holding a length of microfilm, the end of which is left free for threading into a microfilm reader. 3. A casing holding one or more computer discs or chips.
- Cassette.** A casing fitted with two reels holding a length of tape or film, the ends of which are each attached to a separate reel.
- Computer card.** A card containing digitally encoded data designed for use with a computer.
- Computer chip cartridge.** A cartridge containing a miniaturized electronic circuit on a small wafer of semiconductor silicon.
- Computer dataset.** Content expressed through a digitally encoded dataset(s), intended to be processed by a computer.
- Computer disc.** A disc containing digitally encoded data, magnetically or optically recorded, designed for use with a computer.
- Computer disc cartridge.** A cartridge containing one or more computer discs.
- Computer program.** Content expressed through digitally encoded instructions intended to be processed and performed by a computer.
- Computer tape.** A length of magnetic tape on which are recorded digitally encoded data designed to be processed by a computer.
- Computer tape cartridge.** A cartridge containing a computer tape.

- Computer tape cassette.** A cassette containing a computer tape.
- Computer tape reel.** An open reel holding a length of computer tape to be used with a computer tape drive.
- Dataset.** Factual information presented in a structured form.
- Disc.** A flat, circular piece of plastic, metal, etc.
- Digital.** Media used to store electronic files, designed for use with a computer.
- Film cartridge.** A cartridge containing a length of motion picture film.
- Film cassette.** A cassette containing a length of motion picture film.
- Film reel.** An open reel holding a length of motion picture film to be used with a motion picture film projector.
- Filmstrip.** A short strip of film.
- Filmstrip.** A roll of film containing a succession of images intended for projection one at a time, with or without recorded sound.
- Filmstrip cartridge.** A cartridge containing a filmstrip.
- Flipchart.** A hinging device holding two or more *sheets* designed for use on an easel.
- Image.** Content expressed through line, shape, shading, etc., intended to be perceived visually as a still image(s) in two dimensions.
- Microfiche.** A sheet of film bearing a number of microimages in a two-dimensional array.
- Microfiche cassette.** A cassette containing a length of uncut microfiches.
- Microfilm.** A length of film bearing a number of microimages in linear array.
- Microfilm cartridge.** A cartridge containing a length of microfilm.
- Microfilm cassette.** A cassette containing a length of microfilm.
- Microfilm reel.** An open reel holding a length of microfilm to be threaded into a microfilm reader.
- Microfilm slip.** A short strip of microfilm cut from a roll.
- Microopaque.** A sheet of opaque material bearing a number of microimages in a two-dimensional array.
- Microform.** Media used to store reduced-size images, designed for use with a device such as a microfilm or microfiche reader.
- Microscope slide.** A small sheet of transparent material (with or without a protective mount) bearing a minute object designed for use with a device such as a microscope.
- Microscopic.** Media used to store minute objects, designed for use with a device such as a microscope to reveal details invisible to the naked eye.
- Moving image.** Content expressed through images intended to be perceived as moving, in two dimensions.
- Notated movement.** Content expressed through a notational system for movement intended to be perceived visually.
- Notated music.** Content expressed through a notational system for music intended to be perceived visually.
- Online.** A digital resource accessed by means of hardware and software connections to a communications network.
- Overhead transparency.** A sheet of transparent material (with or without a protective mount) bearing an image designed for use with an overhead projector.

- Performed music.** Content expressed through music in an audible form.
- Projection.** Media used to store moving or still images, designed for use with a projection device such as a motion picture film projector, slide projector, or overhead projector.
- Reel.** A flanged spool designed to hold a length of tape or film.
- Roll.** A wound length of material (paper, film, tape, etc.).
- Sheet.** A flat piece of thin material (paper, plastic, etc.), usually rectangular in shape.
- Slide.** A small sheet of transparent material (usually in a protective mount) bearing an image designed for use with a slide projector or viewer.
- Spoken word.** Content expressed through language in an audible form.
- Stereograph card.** A card bearing stereographic images.
- Stereograph reel.** A disc with openings around the perimeter holding pairs of still images designed for use with a stereograph viewer.
- Stereographic.** Media used to store pairs of still images, designed for use with a device such as a stereoscope or stereograph viewer to give the effect of three dimensions.
- Tactile image.** Content expressed through line, shape, and/or other forms intended to be perceived through touch as a still image(s) in two dimensions.
- Tactile music.** Content expressed through a notational system for music intended to be perceived through touch.
- Tactile notated movement.** Content expressed through a notational system for movement intended to be perceived through touch.
- Tactile text.** Content expressed through a notational system for language intended to be perceived through touch.
- Tactile three-dimensional form.** Content expressed through a form or forms intended to be perceived through touch as a three-dimensional form.
- Text.** Content expressed through a notational system for language intended to be perceived visually.
- Three-dimensional moving image.** Content expressed through images intended to be perceived as moving, in three dimensions.
- Three-dimensional form.** Content expressed through a form or forms intended to be perceived visually from more than one side.
- Unmediated.** Media used to store text, music notation, images, forms, etc., designed to be perceived directly through one or more of the human senses without the aid of an intermediating device.
- Video.** Media used to store moving or still images, designed for use with a playback device such as a videocassette player or DVD player.
- Video cartridge.** A cartridge containing a video tape.
- Videocassette.** A cassette containing a video tape.
- Videodisc.** A disc on which video signals, with or without sound, are recorded.
- Video tape.** A length of magnetic tape on which are recorded electrical signals that can be converted to images using video playback equipment.
- Videotape reel.** An open reel holding a length of video tape for use with reel-to-reel video equipment.
- Volume.** One or more sheets fastened together or intended to be fastened together (normally along one edge) to form a single unit.